The Office

FEBRUARY 1956

Magazine of

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For More Information Circle No. 292

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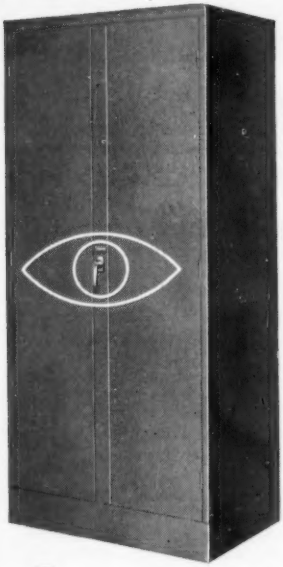

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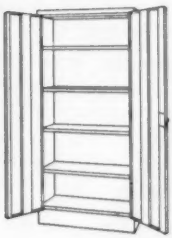

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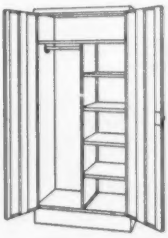

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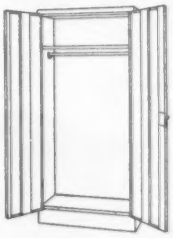

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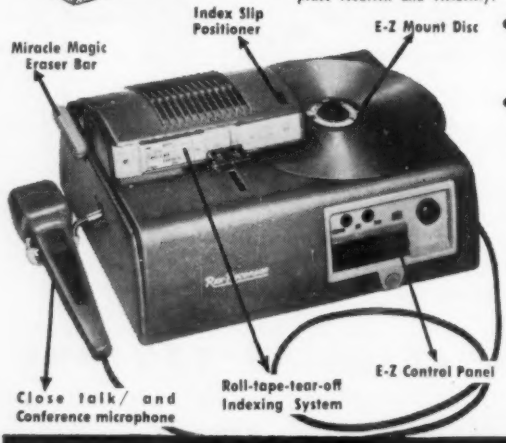

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The Office

Magazine of
MANAGEMENT • EQUIPMENT • METHODS

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Vol. 43 **February, 1956** **No. 2**

More Women on the Job 7
Test Pilot Does Most of His Work at His Desk ..... *Gladwin Hill* 8
Finding Is More Important Than Filing 13
Wrong Attitudes Block Employee Communication 22
Camera! 39
New Books 61
Photocopier Saves Sargent & Co. Over $15,000 a Year 63
"Utility" Billing System Needs No Daily Posting ..... *A. H. Geisler* 66
Controlling Piecework Production ..... *Felix Bardach* 70
OMAC's Annual Seminar and Business Show, Feb. 13-15, in Chicago 74
10% of British Workers Are Doing Office Work .. *Lord Lyle of Westbourne* 79
NOFA Convention and Exhibit in St. Louis, March 3-5 80
Save Money by Printing Punched Cards in the Office ..... *Arthur W. Clark* 84
Right or Wrong in Employee Relations 90
Duplicator Saves $12,000 a Year in Order-Writing System 102
New Products 108
News of the Office 154
National Conference & Exhibit Calendar 157
How Dangerous Is Nepotism in Business? 158
News of the Industry 168
As We See It 186

ON THE COVER: Paperwork for Production from "Better Living," Du Pont employee magazine (see page 39).

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More Women on the Job

MORE WOMEN held jobs in 1955 than at any other time in the nation's history, according to Secretary of Labor James P. Mitchell who said that their employment averaged 20 million for the first 11 months of the year. This was larger by a million, he said, than the averages of 1954 and of the period 1943-1945 when World War II brought record employment levels.

Women comprise close to a third of the total working population. Their numbers are greater now than a year ago in practically all major occupation groups. There were gains of 275,000 women among the clerical and kindred workers; 185,000 among the professional, technical and related workers; and 172,000 among operatives, mostly in factories.

Alice K. Leopold, Assistant to the Secretary of Labor for Women's Affairs, attributed the high women's employment to several factors. "First," she said, "we had a year of record-breaking levels. Employment has remained high, average earnings in factories reached new levels, and purchasing power increased. New industries developed and older ones expanded. This meant a greater demand for all workers —women as well as men. Secondly, women are continuously learning new skills and demonstrating their proficiency in many occupations.

The number of women has increased over a period of years in accounting and auditing, chemistry, technical engineering, law and medicine. Short of qualified workers, each of these professions offers women both immediate opportunities and a favorable long-range outlook. Other important workers in great demand are secretaries, stenographers and typists. Shortages also persisted in nursing and teaching, although the number of women receiving degrees in education in 1953-54 was almost double the number in 1947-48. Demands also were great for social and welfare workers, medical laboratory technicians and technical assistants such as draftsmen.

New State legislation enacted for women workers during 1955 included equal-pay laws in Arkansas, Colorado and Oregon. Idaho, New Mexico and Wyoming enacted minimum wage legislation, establishing a statutory minimum-wage of 75 cents an hour for workers in the occupations and industries covered. The new Federal minimum wage of $1 per hour becomes effective March 1.

Test Pilot Does Most of His Work at His Desk

GLADWIN HILL

A CHERISHED item of American folklore is the picture of the aviation test pilot as a swashbuckling bescarfed figure whose life is an extravaganza of devil-may-care aerial acrobatics. The contrast between this picture and the truth is one of the more staggering illustrations of the era of vastness and complexity through which our civilization is dog-paddling.

In the person of Alvin M. (Tex) Johnston, chief of flight test at Boeing Airplane Co., Seattle, tradition is served —superficially. He is tall, dark, handsome, mustached. He affects cowboy boots, a Stetson hat, and sometimes a western string tie. These touches, along with this nickname, stem from air circus days when he thrilled breathless onlookers by playing an intoxicated rube amok with an airplane. The legendary feat of looping a Ford trimotor is another typical entry on his long roster of aerial prodigies. Appropriately, his recent preoccupation has been flying one of the world's hottest conveyances, the nation's first jet transport—the 600-mile-an-hour Boeing 707.

But when Tex goes to work in the morning, he doesn't stride onto an airstrip, tossing a cavalier wink at some winsome cutie ready to swoon at his intrepidity. He walks into an austerely furnished office suitable in size and sleekness for a railroad president. As head of Boeing's flight test section, Tex Johnston is, at 40, chief executive of a corporation-within-a-corporation. He is in charge of a staff of some 600 people,

This is how we would expect to see Alvin (Tex) Johnston, chief of flight test at Boeing Airplane Co., Seattle. But not more than 20% of his time is spent in the air.

only 19 of whom are pilots. His division's work last year involved an outlay of $22,000,000. He is representative of a new generation in that the major part of his time is spent flying a desk.

In the days when an airplane was an engine and a few hundred dollars worth of wood, cloth and bailing wire, testing could consist of a pilot's notes, jotted down between aerial gyrations on a pad strapped to his knee. But many of today's airplanes, particularly the military ones, are multi-million-dollar items. One B-47 jet medium bomber costs about $2,250,000. The 175-ton B-52 eight-jet heavy bomber now going into service with the Air Force costs between $5,000,000 and $6,000,000. The development of the lone prototype of a new plane involves years of work and as much—in the case of the 707 jet trans-

port—as a $20,000,000 investment.

The test flight division's work starts while a plane is still on the drawing boards, in the form of consultations with the designing engineers. It goes on during laboratory and wind-tunnel tests of the plane's parts. These phases are matters of several years. When a prototype is finally assembled, there are months of static and taxi tests before the plane leaves the ground. Finally, Tex remarks wryly, "there's nothing else you can do but fly it." This ultimate aim is supported by a framed motto on one wall of his office: "One test is worth a thousand expert opinions."

The test-flying of a new prototype runs upward of a thousand hours. The flights, with one of today's sound-speed aerial behemoths, involve a million dollars worth of instrumentation alone — hypersensitive devices which measure and automatically record speeds, pressures, temperatures, stresses and every abstruse aerodynamic phenomenon man can conceive.

On a recent typical test assignment, the pilot had to "evaluate down-elevator control with forward and aft center of gravity locations." This actually involved two flights, with the plane's load centered at different places. The flight plan specified that the pilot, on take-off, should note the stabilizer trim setting, how the elevator controls worked, and the plane's general response. The plan then specified that the pilot should execute four partial and four full stalls (putting the plane into as steep climbs as it could take) and make four runs to evaluate the elevator control in rough air.

While following this prescription precisely, the pilot had, of course, to make his personal observations of the plane's handling, and keep on the alert against unexpected developments.

It sounds simple. A transport pilot could take a standard passenger plane and carry out such maneuvers with his eyes shut. But this element of the untried in a test flight renders it a breathtaking and possibly hazardous experience.

The pilot in this test came through it successfully — and with many new ideas. Once back on the ground, he

Most of Mr. Johnston's work is done in an office at Boeing Airplane Co., Seattle, where he heads a staff of 600.

found—as he knew he would—the bulk of his work ahead of him. He is, after all, not just a "throttle-jockey," but a member of a team which nurses an experimental model from its conception long past the time of quantity-production deliveries to the purchaser.

This team, comprising the pilot, a ground engineer, an instrumentation chief, a half-dozen ground technicians, eight or more planning and analysis people, and a dozen data transcribers' has to put the automatically recorded data of the flight into manageable form, then interpret it.

On the 707, the cost of test time is calculated at $6,800 an hour, evenly divided between engineering costs and shop work. At this rate, a team feels lucky if it can put a plane through a dozen hours of actual test flight a month.

The rest of the time, the pilots are at desks, working with slide rules, graphs and data charts, or huddling with technicians about mechanical work. More than half of Boeing's test pilots are graduate aeronautical engineers as well as fliers. "The actual piloting of the machine," Tex says, "is today only a small part of the test pilot's job."

He himself is now test pilot on the 707, but estimates that he spends no more than 20% of his time in the air. When he goes up, there's a $75,000 insurance policy on his head; and on "the rough ones" he takes along nobody but a co-pilot. With tens of millions of dollars of aeronautical effort under his control each time he goes up, he acknowledges, "You almost hate to let yourself think how much your job means."

On an early taxi test of the 707 in May, 1954, the landing gear partly collapsed. On a test flight the following July, the brakes failed on landing and the plane went off the runway. Tex saved the day—or the plane—both times. On occasions like these, he has been known to let go with an expletive. But his customary reaction is a philosophical, "Well, now's the time to find those things out."

By and large he minimizes the dangers of a test pilot's existence. "Before the pilot flies new equipment," he points out, "he's thoroughly schooled in what the plane can do. He approaches its limits step by step; it's very scientific. He has to expect some trouble on every flight; that's the reason for a test pilot's existence. But basically he knows what the plane can do."

An aviator for 23 years, Tex Johnston joined Boeing in 1949 as project test pilot on the B-47. He was also project pilot on the B-52. Appointed head of the test division three years ago, he has surprised some company people with the facility of his progress in the job, both in the plane and at his desk.

Tex recalls taking his first plane ride with money he earned peddling William Allen White's Gazette in his home town of Emporia, Kan. He soloed as soon as he was out of high school, joined an air circus, but left it when his marriage to an Emporia girl indicated the wisdom of stable employment. After a couple of years of steadily running movie theatres in Kansas and Oklahoma, however, he returned to aviation in 1938, studying aeronautical engineering at Kansas State College.

In World War II he was a Civilian Pilot Training program instructor, and then went into the Air Force ferry command, making delivery flights on just about every type of plane in circulation. A test pilot for the last 13 years, Tex has never crashed and has never had to bail out, though his experiences include flying such planes as the X-1 supersonic rocket, the first plane to break the sound barrier.

Living with his wife and three children twelve miles from the Boeing plant in the suburb of Bellevue on Lake Washington, Tex never flies for recreation. "I'd rather fly than anything else," he says, "but I just don't get a kick out of small, slow planes."—*Reprinted from the New York Times Magazine.*

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On the American Business scene

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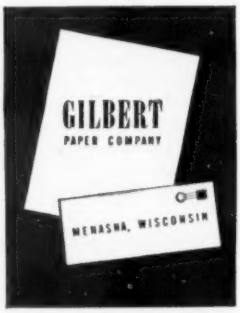

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FINDING

Is More Important Than FILING

THE WASTEBASKET is the most underworked piece of equipment in business today. This is the opinion of Paul G. Purington, director of the Record Planning Division of Shaw-Walker Co., who says that failure to use the "round file" is costing management millions of dollars every year in direct cost and additional millions in intangibles.

"Tremendous savings in time and money could be brought about in most businesses if brightly-painted 55-gallon oil drums were substituted for hidden wastebaskets. This would serve as a constant reminder to employees to *think* before they *file*," says Mr. Purington, although he concedes that this drastic method is not the real substitute for a scientific records plan. He states flatly that 95% of American business not only keeps too many useless papers but has no proper and complete records plan.

If a records system is to function with maximum efficiency it must be much more of a "finding" system than a "filling" system. For this reason, a sensible record destruction plan is the very heart of any retention schedule. In almost every business, at least 25% of the paper in file cabinets should never have been filed in the first place. Another 25% should be either destroyed because

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For More Information Circle No. 237

On the fifth floor of 555 Fifth Ave., New York, John E. Gallagher, assistant supervisor of office services for American Oil Co., checks the retention and destruction schedule for these active records in the retail sales accounting department.

of age or culled out and transferred to inexpensive storage.

American Oil Co. is an example of a modern, progressive business that allowed itself to be overburdened by files. This company "scored about average in filing complications for its size and type of operation," said Mr. Purington. The company was maintaining a volume of files equal to 3,017 drawers or 754 4-drawer filing cabinets. Shaw-Walker survey sheets, prepared in cooperation with various American Oil departments, indicated that a total of 1,613 drawers

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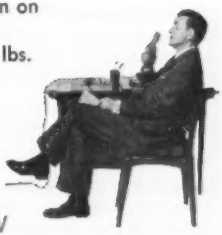

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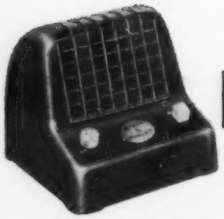

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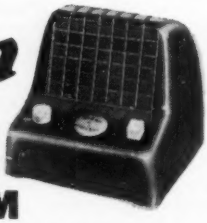

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or 403 four-drawer files were all that would be needed to house the paperwork actually required in the office for active references.

An overall expansion and workability allowance varying from 10% to 20% depending on the type of activity (194 drawers) was added to this figure. The final result was a savings of 1,210 drawers or 302 cabinets—an overall net reduction of 40%. In addition to other savings involved in maintaining these 302 unnecessary file cabinets, their elimination released approximately 2,416 sq. ft. of usable office space for other purposes such as personnel expansion. This potential expansion would have been impossible under conditions as they existed, and the lease on American's New York offices extends for 20 more years.

At the time Mr. Purington's record planning group started work, American Oil Co. was contemplating the purchase of 100 four-drawer files and the construction of nearly $12,000 worth of cupboards and shelving to hold more paper. When all things were added together, they realized a total net tangible savings for *the first year* of $37,844 after paying the professional fees for the planning service. Part of this saving will go on year after year and it is estimated that intangible savings will exceed the apparent figure several times.

American Oil was prompted to tackle their records problem by a move into new office quarters. As a part of this move, certain departments, particularly in the big Baltimore office, would be consolidated in New York. After the work on the New York records, D. J. Smith, president of American Oil Co., notified the Baltimore office as follows:

"In connection with moving into our new quarters in New York, it was decided to establish a record planning program for the New York office. The aims of the program were to conserve, wherever possible, filing cabinets and the floorspace required for them. With the high cost today of maintaining offices, it is imperative that we maintain only

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those records that are absolutely necessary for the running of our business. Because we were so successful in obtaining our desired objectives, we have decided to engage the same service for the Baltimore office."

In the basement of the Baltimore office, records experts found 4,332 file transfer cases of material. This was reduced to 1,902 transfer cases and the other 2,430 cases joined the 39 tons of paper that were thrown out. L. W. Moore, American's executive vice president who followed the operation from the beginning, said recently: "There is no doubt in anyone's mind here as to the advantages of our new record retention and disposition schedule."

Most of the advantages that impress management in the first few months after adopting a modern records planning system are the tangible ones: release of high-priced office space for more productive uses; the sudden plentiful supply of filing cabinets without the necessity for expensive purchases; the ease

Mr. Gallagher locates a correspondence file in American Oil's basement records storage room.

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with which filing personnel may be shifted from one department to another and new people trained.

Soon, however, it becomes apparent that the company has made gains on which it is difficult to place a dollar and cents value. Customer service is faster and more accurate, fewer papers are lost, executive time is saved and employees are generally happier and more efficient. More work seems to get done on time with less strain than before. It is unfortunate that most companies wait so long before seeking professional advice about something as important as their files and records. In most cases they think about it only when they bump up against the problem of moving a tremendous volume of material to a new location or, more frequently, when they no longer have space in their present equipment to file new records or store old ones.

When floorspace permits, many companies seek to ease the problem by buying more file equipment. At least one New York office stacked new filing cases on top of old ones when they ran out of floorspace and, when these were filled, used the remaining 12″ between the tops of the files and the ceiling to store additional records.

An alternative method has been to assign a person or group to weed out and throw away as many of the "older" records as possible. This person may, or may not, have any knowledge of the problems and consequences involved, and seldom has either an overall or long range plan to guide him. The volume of paperwork being what it is today, it is almost inevitable that a business without a proper records plan will accumulate vast quantities of material, much of it useless, and an endless number of expensive and time-consuming headaches. Before his company put its filing on a scientific basis, the controller of a large steel corporation remarked that the best thing that could happen would be to have a fire or flood wipe out the files so they could start from scratch.

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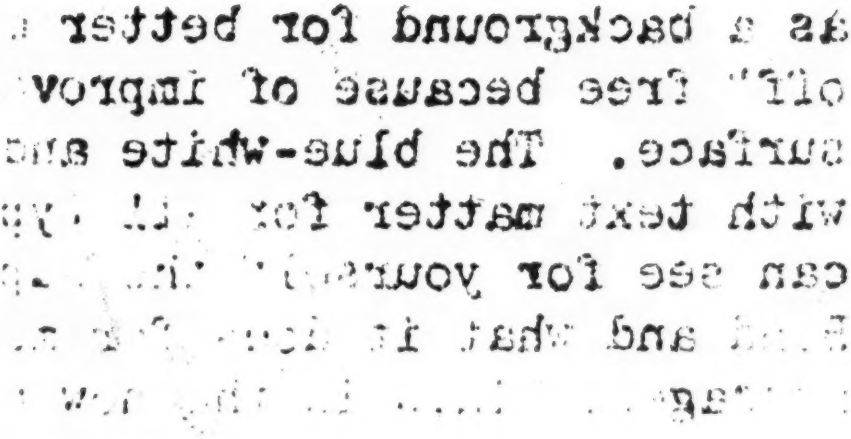

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Wrong Attitudes Block Employee Communication

THE SPIRIT behind the effort counts most in employee communication, Harry D. Kolb, manager, employee communication division, Esso Standard Oil Co., New York, told American Management Association's annual office management conference. If people feel an honest desire to communicate, if they sense an atmosphere where they can hear and be heard, then the right communication devices will come into being naturally and communication will become a way of life—not a problem. Communication failures often are due not to lack of skill—man has much basic knowledge of how to communicate—but to attitudes that stifle communication or prevent the development of enough occasions for it.

"Nobody tells me anything" is a common office communication problem. Getting news and keeping your own people informed requires that occasions be created—they can't be left to chance. To help groups of employees "get the word," Mr. Kolb suggested employee forums, with factual presentations of problems, and informal coffee breaks. One executive schedules a regular weekly appointment with each of his subordinates, in the subordinate's office.

A closely related problem is, "Nobody asks my opinion." The question of stimulating upward flow of communica-

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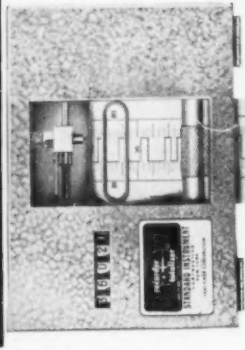

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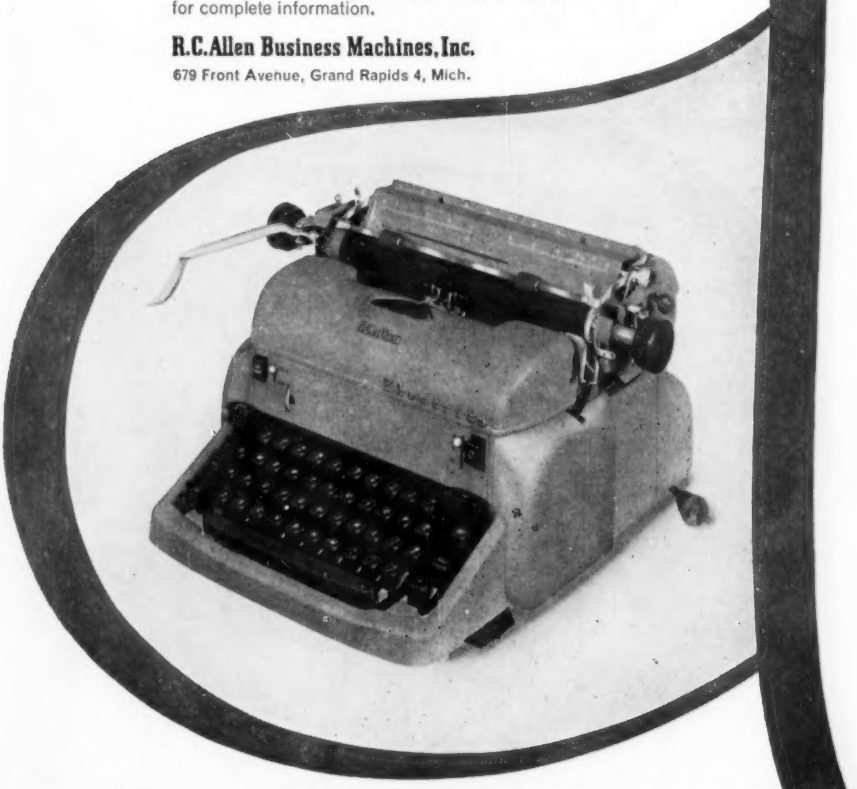

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tion is keyed to the supervisor's concepts of the right way to direct people. Clarify, in the minds of supervisors, that their approach in directing people is best if varied with the subject and the issue at hand. They must keep looking for the type of problem where it is good to seek opinion in advance of solution and also for the type where the decision-making process can be a joint participative process.

A third problem area is, "I'm forever having difficulty getting the big boss to see what he should be able to see." To get proposals accepted, remember that people tend to react according to their attitude toward a set of facts rather than to the facts themselves. People tend to react according to their attitude toward the source of the facts more than to the facts themselves. Communication depends not so much on skill in the written or oral arts as it does on insights into human nature and the dynamics of interpersonal reactions.

Instead of relying on logic to persuade, try suggestion. See if you can get the other person personally involved with the idea. Don't rush the decision. If the idea is good, it can be safely held in check while attitude-building toward the idea has a chance for its gradual growth.

Another problem related to morale is "My people are not interested enough in our work to put out the effort and ideas they should." Today, business is looking for cooperation based on joint forces of understanding and recognition. Just taking the time and making the effort to communicate is in itself the big step. It is recognition of the importance of the individual and of his right to hear and be heard. Out of trying to understand people and their problems can come a return desire to want to understand—to want to cooperate. If people develop respect and understanding of the other fellow's feelings and attitudes, they have a basis for understanding and cooperation. This is the ultimate goal of communication.

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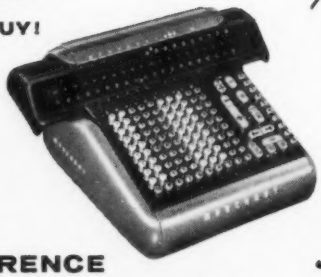

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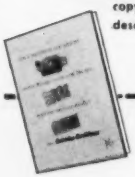

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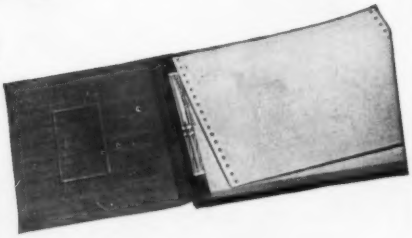

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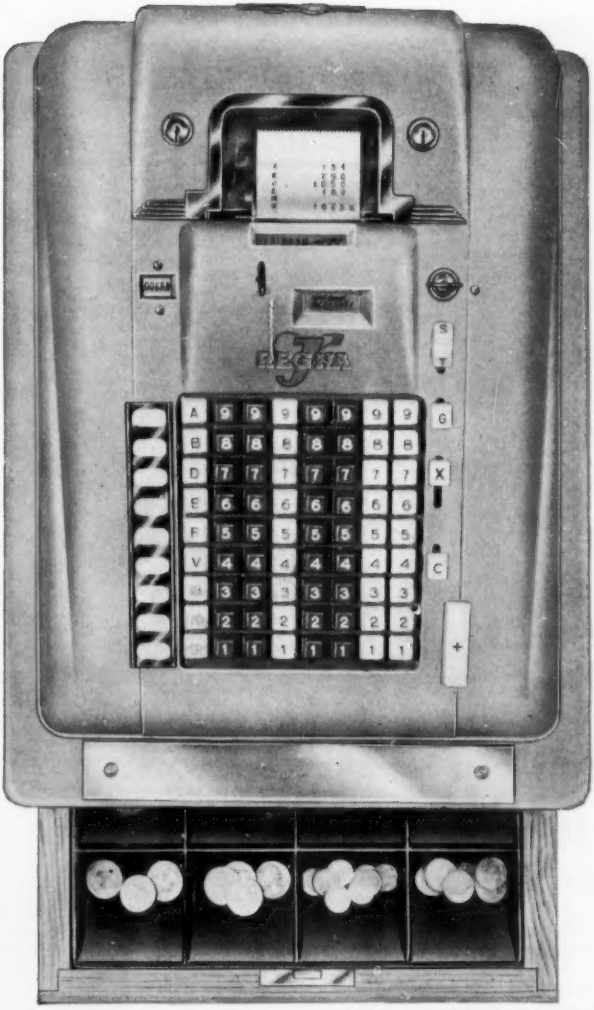

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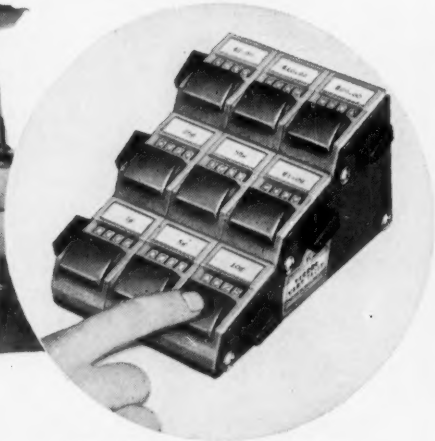

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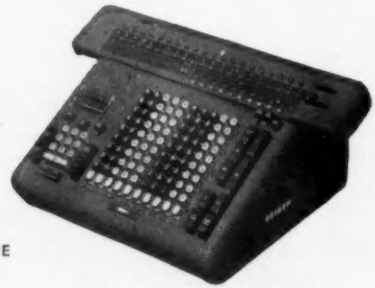
Friden Street—in every community—
is lined with businesses that are "different,"
many highly specialized.
Here you see real estate offices, steel plants,
supermarkets...and sugar refineries, advertising agencies, engineers, banks
...ALL doing their figure-work quicker than thought with
the Friden Calculator. This is not an ordinary calculator...It is
The Thinking Machine of American Business.
Without operator decisions...simply by figure-thinking *for* you...the
fully automatic Friden performs more steps in figure-work than
any other calculating machine ever developed!

Your kind of business has competition. Your kind of business runs on *figures*. To see ahead and push ahead...your kind of business needs the Friden.

Invoices, inventory, payroll calculations, discounts—all daily figuring chores are handled *automatically* by the Friden.

Ask your nearby Friden Man to show you how quickly you can amortize the cost of a Friden...the wide range of models ...how *anyone* can operate the Friden with the simplest instructions.



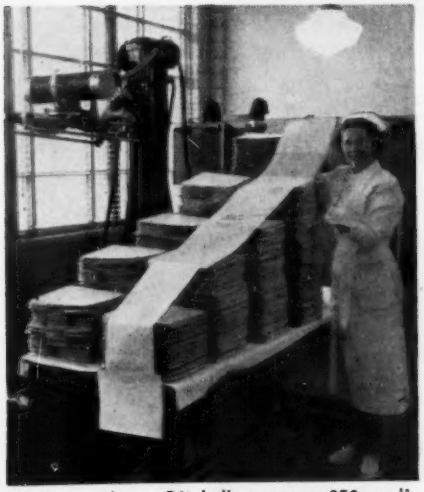
Friden

THE AUTOMATIC CALCULATOR
THE COMPUTYPER · THE ADD-PUNCH MACHINE
THE NATURAL WAY ADDING MACHINE

Friden sales, instruction, service throughout U. S. and the world. Copyright Friden Calculating Machine Co., Inc., San Leandro, California

For More Information Circle No. 109

Bob Colvin is a clerk in the duplicating department where 50,000 pieces of printed material are turned out weekly. These include 400 varieties of plant forms.



Plant nurse Irene Gitchell processes 858 medical folders a year, each with up to ten forms. Periodically, each employee gets complete examination.

Camera!

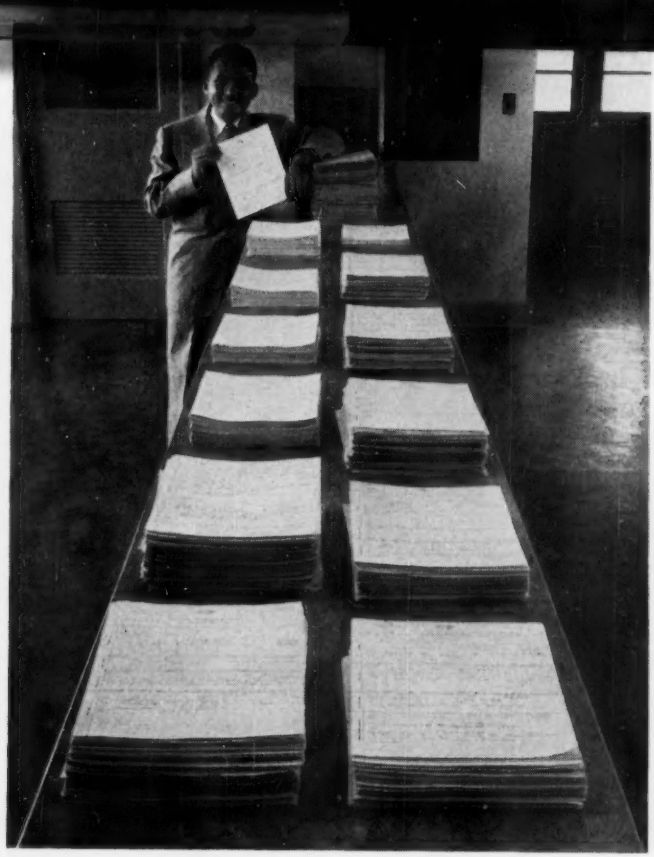
PAPERWORK FOR PRODUCTION

Every time a product leaves the plant, it leaves in its wake an enormous amount of paperwork which was just as important to its production as the machine itself. To emphasize to its employees that office work is as necessary to the smooth functioning of the production man's job as is the steady flow of his raw material (which depends on the right purchase being made at the right time), "Better Living," employee magazine of E. I. du Pont de Nemours & Co., published the photos of its Parkersburg, W. Va., plant shown on pages 39 to 43, and said in part:

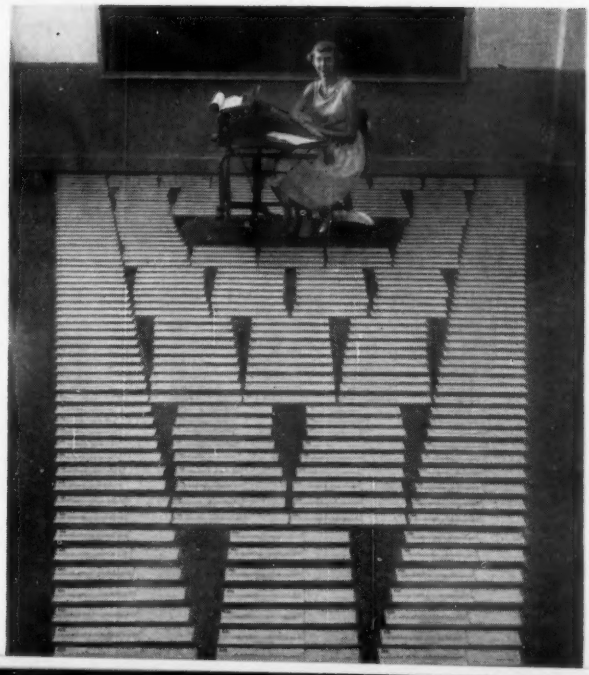
"By coordinating incoming orders, inventories, purchases, shipments and hundreds of other production factors, the paperworkers bring order out of what could be complete chaos."

Each day, 400 lbs. of mail are delivered to and picked up from Du Pont plant personnel by Sue Somerville and Bob McVay who makes two-mile rounds on motor scooter.

Mary Elizabeth Sadler, safety office clerk, with 850 safety messages on vacation activities for a regular plantwide mailing.



Chan Wilson, a personnel clerk at Du Pont's Parkersburg plant, with 630 employment applications which represent two month's activity.



Separate entries for taxes, insurance, cash sales, thrift plan, variation in pay and many other factors appear on 531 weekly paychecks, some of which are shown with payroll clerk Irene Merrill.

Du Pont's Parkersburg scheduling division prepares 14,500 shipping labels a month for filling orders swiftly. In same period it also handles 1500 bills of lading, 10,000 ft. of Teletype punched tape, 1500 orders, 6000 ft. of Teletype messages and 1700 reference copies of incoming orders.

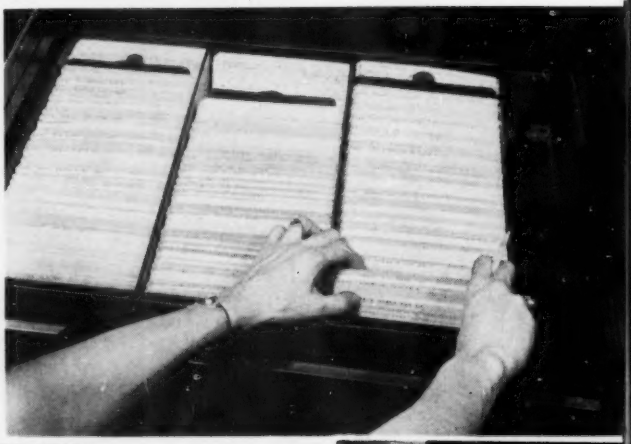
Tabulating cards with information about stock, shipping reports, production status, etc., are processed at the rate of 3000 a day by Bonnie Hall and Jean Summers.

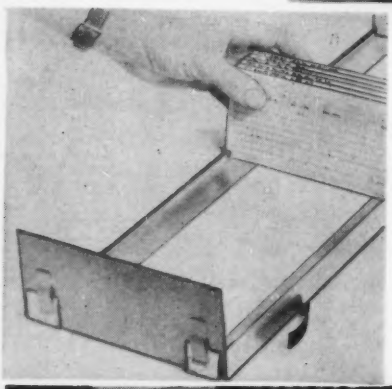
A 30-ft.-long stock status report requires four hours work by Bonnie Hall and an electronic accounting machine. This daily report shows up-to-date inventory of more than 600 different items in Du Pont's Parkersburg plant.

Nina Phares of the plant's purchasing division types 1100 purchase orders a month, ranging from $1 for paper clips to $30,000 for platinum lined tubes.

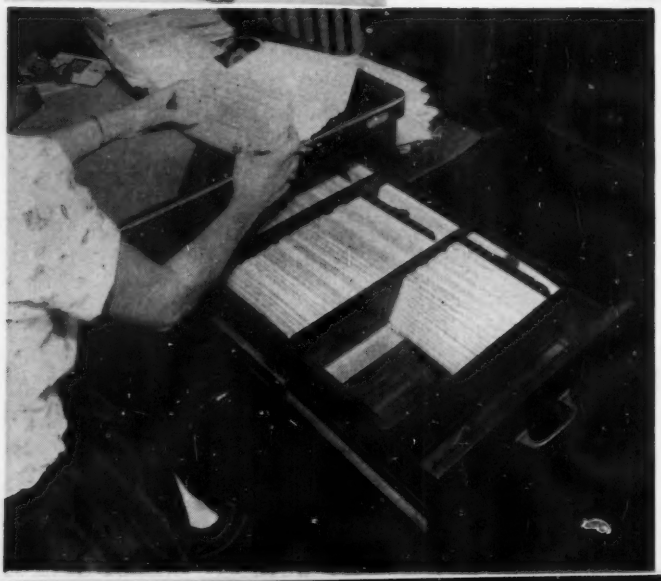
Tabulating Card Indexing System

Pacific Fire Insurance Co., New York, uses the Self-Guide system to index tabulating cards used for accounting in their broker collection department. Since punched cards themselves serve as index guides, it is not necessary to remove the guides every time cards are run through a machine. No tab cards are lost by being accidently pulled with guides and the filed punched cards can be serviced like any vertical card file.





Converter units are made for all standard tab card trays. Cards have square notches cut in their bottom corners. Side rails in the bottom of the tray (at left) raise the unnotched cards used as guides. Corner cutter (at right) notches 150 cards at one time or 20,000 an hour.



Removing a batch of cards to be processed by machine. Cards are tapped on desk and unnotched guide cards disappear to line up with all cards. When cards are returned to file, guide cards pop up into view. The Self-Guide system is manufactured by Wassell Organization, Westport, Conn. For More Information Circle No. 398.

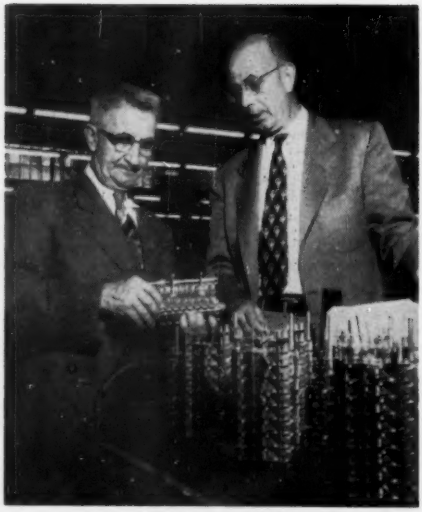
Private offices in Colgate - Palmolive's Louisville purchasing department use Shaw-Walker Sectional Furniture and Partitions for private, Work-Organized offices. The partitions reduce noise and unnecessary traffic; fluted glass prevents corridor distractions. Partitions can be quickly and easily rearranged without disturbing adjacent sectional furniture. The recessed backs of the Shaw-Walker desks in foreground provide space for wastebaskets.

New Colgate-Palmolive Offices

The accounting offices of Colgate-Palmolive Co., Louisville, Ky., showing some of the 300 Shaw-Walker Stylized Desks with rimless, roll-edge linoleum tops and Work-Organized drawers. Colgate-Palmolive has used Shaw-Walker desks for more than 20 years and some of the desks now being replaced were in the Ohio River flood of 1936. All that was done at that time was to wash the desks and they were again ready for use. Furniture was selected by Colgate executives A. E. Riddle, general office manager, Jersey City, N. J., and George Weyer Jr., general office manager at Louisville. Office Equipment Co., Louisville, supervised the installation.

A Rex-Rotary Duplicator in the Maxwell Vocational High School, Brooklyn, N. Y., where it is used to print the school newspaper, exam questions and announcements, as well as to train students in the business education department.

Colorado's tallest skyscraper will be the 28-story First National Bank Building, Denver. The $10 million structure, designed by Raymond Harry Ervin, will be completed in 1958. It will contain more than 400,000 sq. ft. of office area and parking space for 400 cars. Builders are John D. and Clint Murchison Jr.



Marcel Legros (left), a stockholder of Marchant Calculators, Inc., for 35 years, on a visit to the home office and plant in Oakland, Calif., where Daniel C. Atwater, personnel manager, explained the intricacies of calculator sub-assembly. Mr. Legros' only regret is that he didn't buy more stock back in 1920.

Spacefinder Files REALLY Save..

TIME, SPACE & MONEY

TIME Independent surveys comparing shelf filing with drawer filing show approximately 50% savings in record personnel time. Clerk sees index guides on both sides as she walks up aisle. No time wasted opening and closing drawers. Retractable Spacefinder doors give shelf work surface at file. **SPACE** Surveys also show 42-50% floor space savings due to greater capacity. Only 30 inch aisles are needed where drawer files require 54-60 inches. **and MONEY** Naturally, when you save valuable office space and costly clerical labor, you save money. Doors give protection against dust, dirt and fire, as well as providing a working surface. Handsomely finished, Spacefinders improve appearance of any office. They are welded units, readily moved with contents intact.

For More Information

Mail Coupon Today!

TAB PRODUCTS CO.

Tab Products Co., 57 Post Street, San Francisco

☐ Send complete information on Spacefinder File

☐ (FOR PUNCHED CARD USERS) Send Catalog describing your complete line of tabulati accessory equipment.

name position

address

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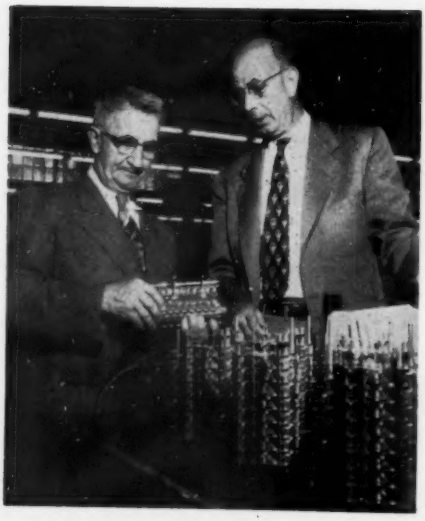

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name position

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Wausau makes a specific paper for each of the 3 major processes.

Offset

Stencil Duplicating

Spirit or Gelatin Process

RECEPTIVE SURFACES *insure Better Impressions!*

The crowning virtue of Wausau Impression Papers is the receptive surfaces that always come up with *better impressions* . . . whether the process used is offset, stencil duplicating, spirit or gelatin process.

Wausau Impression Papers are big time-savers . . . they respond quickly to office machine action . . . they're easy to handle because they don't fight back. Made of highest quality virgin fibre, surface sized, these impression papers are uniform and full bodied with *extra bulk for the weight*. They are rigid for high speed operation . . . dependable for automatic feeding. These are some of the reasons why the demand for Wausau Impression Papers is steadily increasing month after month.

OUR 57th YEAR

WAUSAU IMPRESSION PAPERS are KEY PRODUCTION PAPERS

The complete Wausau Impression Paper line is available nationally through authorized distributors and stationers.

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For More Information Circle No. 123

NEW! Victor Calculator

Exclusive: Fully automatic multiplication . . . automatic constant lever . . . total transfer feature

The new Victor Mult-O-Matic is the only machine with completely automatic multiplication from one simple set of keys. You multiply figures as you would write them—only the multiplicand, multiplier and answer are printed on tape. No other confusing figures or symbols are printed.

Simplified automatic constant lever lets you multiply same figure repeatedly without re-entering each time.

New total transfer button lets you retain a total in the machine so that it can be multiplied by another figure.

Don't wait. Call for a free tryout! Look under "V" for Victor in the adding machine section in your classified phone book . . . or write.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILLINOIS
Victor-McCaskey Limited, Galt, Ontario

Manufacturers of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment and Electri-Cars.

For More Information Circle No. 296

THIS PRECISION RECORDER FITS IN YOUR POCKET!

minifon P 55

out of sight, out of mind—you get all the facts!

BUSINESSMEN—if you've ever wanted a "second memory" to relieve the pressure of your daily chores, here it is!

MINIFON P55—the only pocket-sized, push-button precision recorder in the world!

Take it with you wherever you go by train, car or plane. In your pocket or out, it can record your "on the spot" reports or dictation as fast as you can press the record button! Records everything—up to 4 hours on a single reel! Plays back, erases, rewinds—does everything the big, bulky recorders do, but it's only 28 ounces! Battery operated or A/C.

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Sold only through authorized franchised dealers.

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GEISS-AMERICA **Dept. OM-2, Chicago 45, Ill.**

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For More Information Circle No. 271

This permanent active file binder will increase the efficiency of your active files.

"Bound papers read like a book" from front to back.

SMEAD'S
FILE BINDER

SYSTEM TABBED 2/5 CUT

Important contracts, credit information, price agreements and other important papers should be separated from the general correspondence, in the individual file folder, by binding these important papers in a Smead File Binder. Here they are securely held in place by the metal fastener. This File Binder is then placed immediately behind the regular individual folder of *that same account*. Here it can be immediately located and all documents will appear in the order in which they were originally filed.

The File Binder can be marked "Do not transfer." This will prevent the possibility of transferring important papers to the inactive files.

Smead's File Binders are furnished in different colors—colors you may select to typify different classifications.

A *credit file* adaptation of this binder is Smead's number 615CR furnished in bright red, with a credit information form printed on the front.

The File Binder is placed immediately behind the regular individual folder of that *same account*.

SEE YOUR STATIONER OR . . .
WRITE US FOR A FREE SAMPLE

THE SMEAD MANUFACTURING CO., INC.
Hastings, Minnesota

Please send me a free sample of Smead's File Binder
☐ No 615FB ☐ No 615CR *Specify Color* ☐ Red, ☐ Blue, ☐ Green, ☐ Redrope, ☐ Goldenrod, ☐ Manila.

Name _____

Address _____

City _____ Zone ____ State _____

SMEAD MANUFACTURING CO., INC.
HASTINGS, MINN. • LOGAN, OHIO

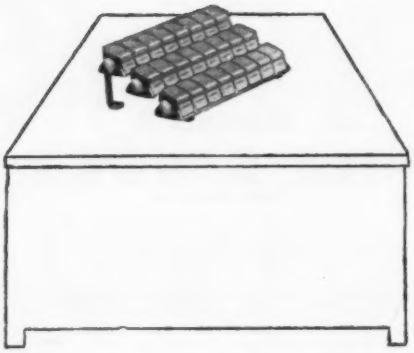
For More Information Circle No. 102

HOW MANY GOLD MINES

can you discover in your

DAILY BUSINESS OPERATIONS?

Whether it's product sales analysis, inventory control, tabulating the number and kind of telephone or mail orders, or—just plain counting the number of trips to the water cooler—this group of individual unit counters will enable you to assemble money-saving facts ... and do it faster, more accurately and economically. No pencil and paper required.



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Without obligation send us your sort and count problems, Department O-62.

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Manufacturers of Tabulating Machines for 40 years

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Carbon Paper
Carbon Rolls
Inked Ribbons

For 1956!

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CARBON PAPER

- ☐ Typewriter
- ☐ Pencil
- ☐ Billing
- ☐ Saddleback or Reverse
- ☐ Speed-o-form
- ☐ Hectograph
- ☐ Stencil
- ☐ Binder
- ☐ Jacket
- ☐ Book
- ☐ One Time
- ☐ Special Strip
- ☐ For Diazo Process

STORMS
INKED RIBBONS

- ☐ Typewriters
- ☐ Adding Machines
- ☐ Billing Machines
- ☐ Bookkeeping Machines
- ☐ Addressograph
- ☐ Dupligraph
- ☐ Speedaumat
- ☐ Multigraph
- ☐ Multilith
- ☐ Daters
- ☐ Time Clocks
- ☐ Flat Bed Presses
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STORMS
CARBON ROLLS

- ☐ Adding Machines
- ☐ Bookkeeping
- ☐ Elliot Fisher Billing
- ☐ Autographic Register
- ☐ Tailor Marking
- ☐ Neon (asbestos) Marking
- ☐ Teletype
- ☐ Elliott Addressing
- ☐ Carbon Ribbons for all Electric Typewriters

"The Complete Line — That Stands the Test of Time"

H. M. STORMS COMPANY
STORMS BUILDING • • BROOKLYN 38, N. Y.

STORMS SERVICE BUREAU

The Storms Service Bureau is ready to help you with special applications of Carbon Paper, Inked Ribbons and Carbon Rolls. You are invited to consult with Storms whenever you get such requests from your customers. No obligation, of course.

H. M. STORMS COMPANY
Storms Building, Brooklyn 38, N. Y.
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Please send us a Storms Catalog, showing the complete line with prices and discounts — and other information to help us profit from Storms products.

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COMPANY NAME_____
ADDRESS_____
CITY_____ ZONE_____ STATE_____

For More Information Circle No. 132

even upside-down

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can't spill ink!

"Puddle Proof"

The Morris Safe-T-Set is puddle-proof under all conditions—absolutely safe. Perfect for students or for every desk in home and office. Beautifully designed in today's colors. Writes for months without refilling. Choice of Morris long-wearing points made to suit individual writing styles. See the SAFE-T-SET at all stationers everywhere.

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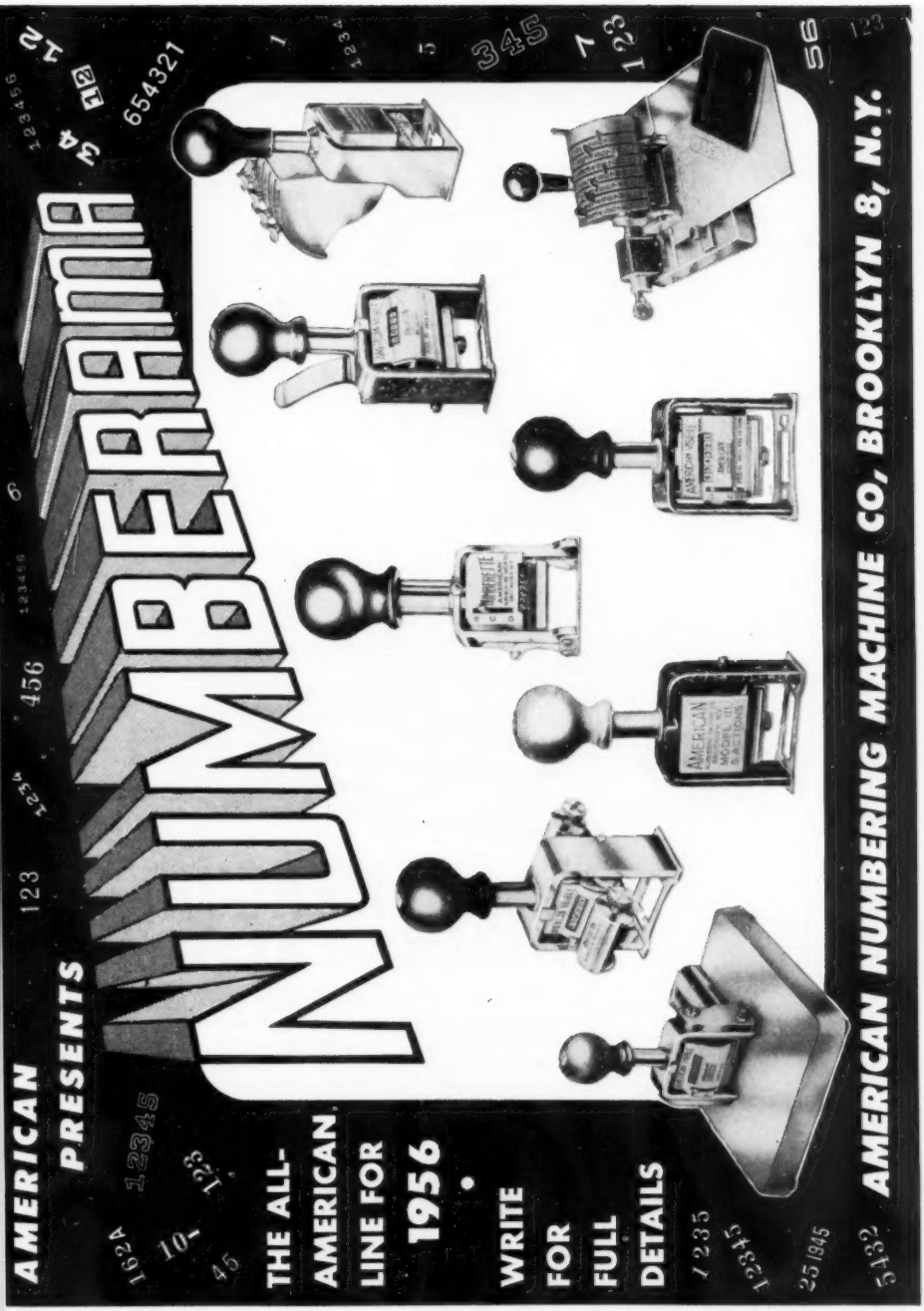
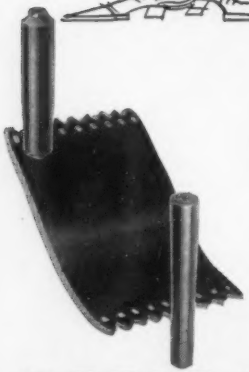


For More Information Circle No. 204

LOOKING FOR A WAY TO CUT PRODUCTION COSTS?



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The extra mileage you get on these extra durable Mercury Rollers and Blankets makes them the smartest investment you can make in equipment. They're guaranteed to outlast and out-perform any accessories you've ever used — because they are built of the same materials and by the same methods as the rollers and blankets used on the world's largest commercial printing presses.

RAPID ROLLER COMPANY

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Eastern Office: 800 McCarter Highway, Newark 5, N. J.

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NEW sales ideas! merchandising plans!

plus six revolutionary, new model offices at the

NATIONAL OFFICE FURNITURE ASSOCIATION'S

10th ANNUAL

TRADE CONVENTION AND EXHIBIT

Kiel Auditorium, St. Louis, Mo. **MARCH 3-4-5, 1956**

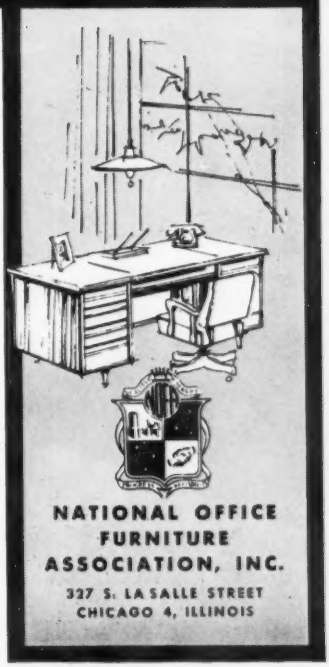
Come and see these six new offices designed for styling and cost cutting efficiency. Then check the great New lines showing for the first-time the most saleable improvements in office furniture. It's worth the trip just to look around. But there's a real "plus" this year. It's NOFA'S amazing PLANNED PROGRESS PROGRAM . . . especially created to increase your sales and make your profits bigger. You'll learn from simple, understandable language how to handle the demand for highly styled merchandise, how to dramatize the sales features of your items, and how to improve your own facilities so as to make your merchandise more appealing. So come to St. Louis March 3, 4, and 5. Get the newest ideas on making your business better.

Members "package" registration, includes luncheon and jamboree.....$10.00

Member registration, not including luncheon and jamboree.....No charge

Non-member "package" registration: $12.00

Non-member registration, not including luncheon and Jamboree: $1.00 per day or $2.00 for three days.

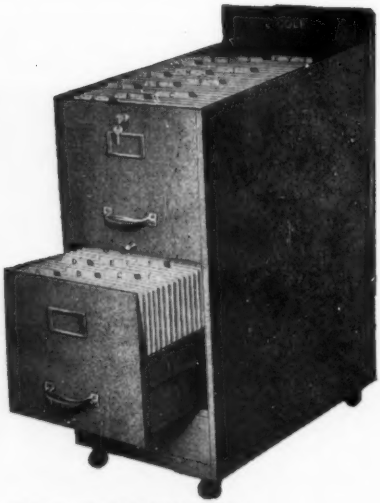


For More Information Circle No. 120

The "SECRETARY" FILE No. 470 **$53.75**

Heavy gauge steel, with two ball-bearing letter files; two double index drawers for 3 x 5 or 4 x 6 cards (6400 capacity), can also be used for cancelled checks; three adjustable storage compartments under lock and key; 30½" wide, 37½" high, 17" deep. Olive green or Cole gray.

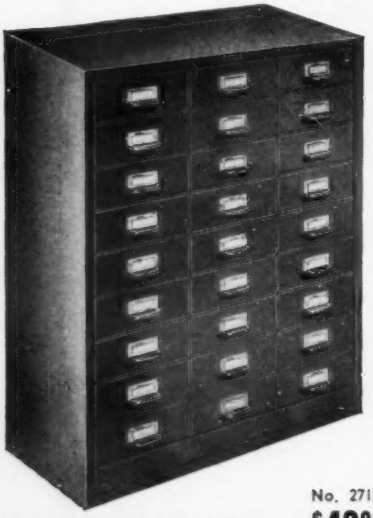
With plunger-type lock that automatically locks all drawers .....No. 470PL **$61.25**



STEEL PORTABLE FILE

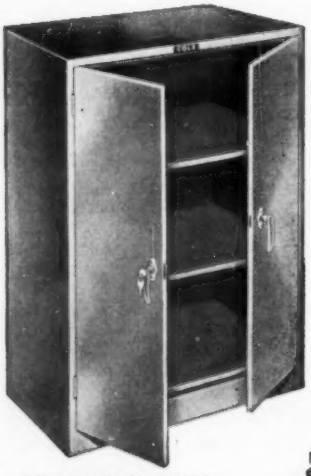
Top compartment has lift cover, under lock and key, for current records and visible data. Below, a ball-bearing suspension filing drawer for other records. 4 swivel casters and 2 spring compressors. Green or Cole gray finish.

No. 854..(Letter size)..30½" high **$44.95**
No. 858..(Legal size)..30½" high **$54.95**



MULTI-DRAWER CABINET No. 2712 **$43.95**

Sturdily built, of heavy gauge steel. Contains 27 drawers. Ideal for office forms, printed matter, photographs, etc. Green or Cole gray finish. Outside dimensions: 30⅝" wide, 37½" high, 13½" deep. Inside drawers 9" wide, 3½" high, 12" deep.



STEEL STORAGE CABINET No. 349L **$45.00**

Keeps office supplies and printed matter clean and orderly. Will pay for itself by preventing petty pilferage. Two-way locking device controlled by a paracentric lock. Three adjustable compartments. Olive green or Cole gray. 30½" wide, 37½" high, 17" deep. The above with combination dial lock instead of key lock .....No. 349Y **$54.95**

For More Information Circle No. 128

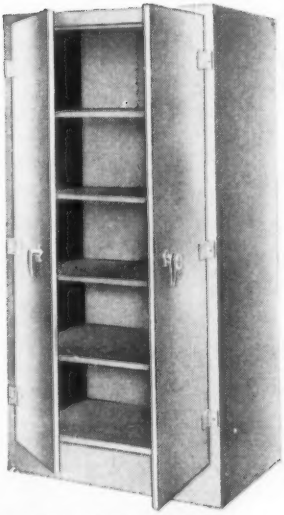
COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

COLE'S Safe Type STEEL CABINETS

Can be easily assembled in a few minutes. Built for a lifetime! Will keep your office supplies and printed matter neat and orderly. Doors are equipped with a two-way locking device controlled by a paracentric lock. Will pay for itself by preventing petty pilferage. Five adjustable compartments. 76" high, 36" wide, 18½" deep. Green or Cole gray baked enamel finish.

No. 76 → **$59.95**

Additional shelves available.

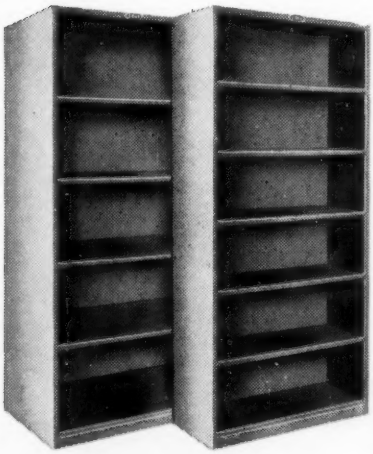


WARDROBE CABINET

Same size as above unit with hat shelf plus rod for coat hangers replacing the shelves ..... No. 76R **$58.95**

COMBINATION WARDROBE and STORAGE CABINET

Same size as above, with 3 adjustable shelves, a hat shelf and coat rod ..... No. 76C **$69.95**



COLE'S STEEL SHELVING UNITS

Extra heavy gauge steel, yet costs no more than wood. 50% more capacity than standard units. Shelves are adjustable, can be raised and lowered or more shelves added. Doubly reinforced for extra rigidity. Green or gray.

SHELVING UNITS (CLOSED)

No.	Wide	High	Deep	Compartments in each unit	Price
8712	36"	12"	87"	six	**$38.00**
8718	36"	18"	87"	five	**44.25**
8724	36"	24"	87"	five	**56.50**
9XB	30½"	9⅞"	49"	four	**25.50**

SHELVING UNITS (OPEN)

No.	Wide	High	Deep	Compartments in each unit	Price
7512	36"	12"	75"	six	**$24.65**
7518	36"	18"	75"	six	**27.75**
7524	36"	24"	75"	six	**32.95**

PRACTICAL
Add units as needed

ECONOMICAL
Costs less than wood bins

ORNAMENTAL
Improve appearance of your office or stockroom

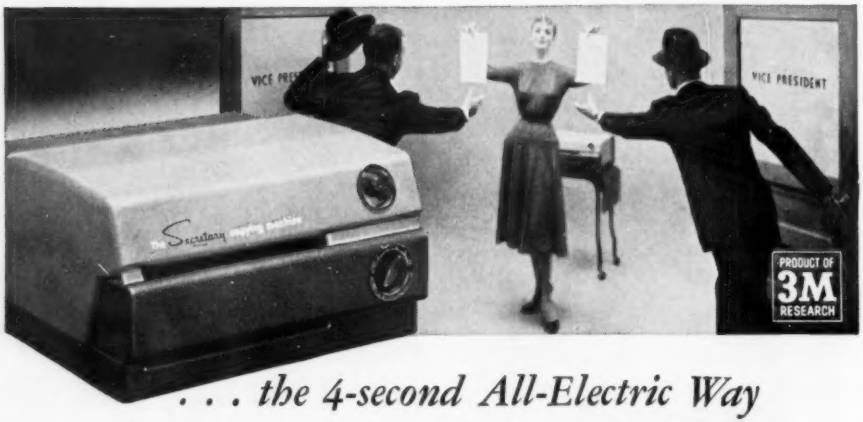
One No. 7512 units

Three No. 7512 units

For More Information Circle No. 127

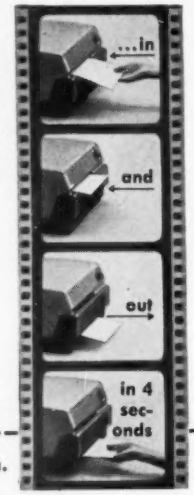
COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

Make copies when you need them



. . . the 4-second All-Electric Way

Now! Make copies the All-Electric way! The new THERMO-FAX Copying Machine needs *no chemicals, masters or translucencies* . . . copies your written, typed, drawn or printed original by electricity alone . . . in 4 seconds, for as little as 4¢ per copy. No special installation necessary. Send coupon below for the money-saving details today.



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BRAND

Duplicating Products

The term THERMO-FAX is a registered trade-mark of Minnesota Mining & Mfg. Co., St. Paul 6, Minn. General Export: 99 Park Avenue, New York 16, N. Y. In Canada: P.O. Box 757, London, Ontario

3M Company, Dept. ES-26, St. Paul 6, Minn.
Please send complete details on the new All-Electric, 4-Second way to save money and time in my office copying.

Name_____
Company_____
Position_____
Address_____
City_____ Zone_____ State_____

For More Information Circle No. 108

285 Madison Avenue, New York 17, N. Y.

NEW Books

***HOW TO INCREASE OFFICE PRODUCTIVITY* by Earl P. Strong. Trico Service Co., 1337 S. Garner St., State College, Pa., 143 pp., $2.75.**

Presents a six-step program, and tells how to accomplish each step and use the results. The steps are (1) making job analyses of all clerical and supervisory positions; (2) determining and setting work standards; (3) improving job methods and procedures; (4) training office workers in specific skills; (5) establishing and applying work incentives; (6) improving supervision. Successful application of the program by executives who heard it in lecture form, led to its present publication. The author is professor of management and director of the Bureau of Business Research, College of Business Administration, Pennsylvania State University.

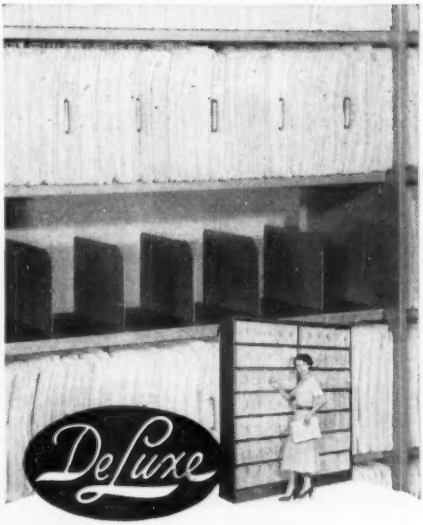
***HANDBOOK OF BUSINESS MATHEMATICS.* Prentice-Hall, Inc., 70 Fifth Ave., New York 11, 158 pp., $1.**

Reprinted from the "Business Executive's Handbook," this is a helpful reference work which can be used advantageously by anyone who has to do business calculating. It includes short-cuts which are often unknown to, or forgotten by, the average person.

***THE INVENTORIES* by Frederick Staples, CPA. Counting House Publishing Co., Thiensville, Wis., 118 pp., $2.**

The accuracy of the profit shown for any period may be dependent upon the accuracy of the opening and closing inventories. Inventory is often the largest item on a balance sheet. The author describes inventory practices, including Lifo and Retail methods, in plain terms.

(Continued on page 89)



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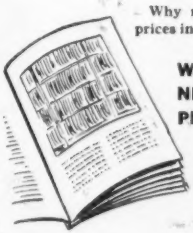
THE LOWEST COST, MOST EFFICIENT SYSTEM FOR FILING ACTIVE RECORDS

The "Verti-File" open shelf filing system couples the economy of a low capital investment with *high speed filing* efficiency. This system is most suitable for new installations, but if you are adding to your present filing set-up, it is easily adaptable to all filing methods.

Why not have our literature and prices in front of you?



WRITE FOR NEW BROCHURE AND PRICES on "VERTI-FILE"

DELUXE
METAL FURNITURE CO.
444 Struthers St.
WARREN, PA.

A DIVISION OF THE ROYAL METAL MFG. CO.

Manufacturers of library shelving, industrial shelving, and factory furniture for over a quarter of a century.

For More Information Circle No. 159

For More Information Circle No. 110

Photocopier Saves Sargent Over $15,000 A Year

PROCESSING ORDERS for locks and hardware can be a cumbersome job, costly in paperwork and checking. Sargent & Co., New Haven, one of the oldest manufacturers in this field, recently met the problem head-on and came up with a solution which not only saved time and improved accuracy, but resulted in net savings of $15,000 to $20,000 a year. Fundamentally, all Sargent had to do to effect this improvement in its procedure was to eliminate most of its copying of orders by typing and substitute a photocopying system which permits a single clerk with a photocopy machine to process virtually all of the work formerly done by several typists.

"Besides saving money," production manager Clayton A. Kolstad points out, "time is even more important. Time is a factor hard to measure in order handling. We couldn't tolerate taking too long to process our contract orders, so we just had to keep adding people until we could do it properly. With our photocopy method, we now require only four girls on order processing work, where a year ago we needed eight—and that was with 30% less sales volume than today. It is probable that we would need ten to do it the same way now."

Since the firm began making irons and carriage hardware in 1840, it has developed a comprehensive line which now includes locks, lock trim, padlocks, doorclosers, marine hardware, carpenters' tools, farm equipment, food-choppers, wire goods and casket hardware. While Sargent still considers the line somewhat limited, it consists of more than 2,000 items. Orders, of course, are usually for varying quantities of many different items.

Orders are classified in three categories: mail orders, for small quantities of small items; stock orders, for larger quantities of regularly available items; and contract orders, which must be handled somewhat differently and which often involve special production items.

When Sargent receives an order it is classified, assigned a number, and priced by the sales department. Then it goes to the production planning department for editing to put it into Sargent's language. After this, it is reviewed to determine whether it must be copied. Orders having only a few items need not be copied, because they can be routed through the responsible departments and filled quickly without additional paperwork.

Stock orders are entered on stock record cards, sent to the production planning department for copying and then routed to the shipping department. Meanwhile, contract orders are being edited to insure that goods are properly listed and the order prepared in ac-

Clayton Kolstad, production manager at Sargent & Co., holds copy of a letter answered by a photocopy. At least 50% of all inquiries concerning orders are answered by writing reply at bottom of letter and making a photocopy which is sent to customer.

SELLERS BROS. HARDWARE CO.

ENTER OUR ORDER FOR THE FOLLOWING

QUANTITY	DESCRIPTION	
	Mark Stem	Keyed alike Set
	11- DR. D31	KEY DIFF.
	11- DR. D32	KEY DIFF.
	13- DR. D36	W
	13- DR. D81	KEY DIFF.
	13- DR. D82	KEY DIFF.
	13- DR. D83	KEY DIFF.
	13- DR. D84	KEY DIFF.
	13- DR. D85	KEY DIFF.
	13- DR. D86	KEY DIFF.
22		
	Mark Stem	Keyed alike Set
	10- DR. D10	C
	10- DR. D12	D
	10- DR. D14	E
	10- DR. D16	F
	10- DR. D18	G
	(Cont)	

STATISTICAL COPY
SHIPPING TICKET
VERIFICATION

Reproduction of an 8½" x 11" photocopy of one sheet of a typical customer's order. Some orders contain 40 to 50 sheets and Sargent & Co. handled 75,000 orders last year.

cordance with the price book. Then they, too, are ready to be copied.

The most laborious phase of the order-handling procedure used to come at this point. Using a six-part snap-out form, Sargent had to have every one of these orders completely typed and checked. At best this was troublesome; at worst, a severe bottleneck. The average contract order runs from three to five pages in length. This amount of copy, including names, addresses, product style numbers, keying instructions and other material, is difficult to copy accurately with speed. When it is considered that some contract orders run as high as 40 or 50 pages, the magnitude of the task is considerably more impressive. It was necessary to have the order processors work in teams much of the time, with one girl reading the text to the other to check accuracy of copying. Sargent last year handled about 75,000 orders.

To solve this typing problem and completely eliminate the related checking chore, Sargent switched to making photographic copies of the orders, using a Verifax Copier, product of Eastman Kodak Co. This photocopier is just a bit larger than a typewriter and makes a copy in about a minute without darkroom facilities or subdued light. It is used on a table in Sargent's offices, under normal lighting conditions.

The machine is simple to operate and any of the girls in Sargent's order processing department can make a satisfactory copy after a few minutes instruction. She places the original with a sheet of special matrix paper in a light box at the top of the machine, exposes it for a few seconds, places the matrix in the activator for a few more seconds, and then withdraws it through a pair of rollers in contact with a sheet of bond paper. The bond sheet comes out as a duplicate of the original and several identical copies can be made from the same matrix. In Sargent's normal operation, either three or four copies are made.

Stock orders from hardware jobbers require three copies, while contract orders call for four. The first three are a statistical or accounting copy, a shipping ticket and a verification of shipment; the fourth, for contract orders, serves as a packing list.

Because of the volume of copies it requires (200 sets of as many as four copies each are made in a normal day) Sargent has found it desirable to put one person on the job full-time. One of the department's girls, using a sort of assembly-line procedure in which she exposes, developes and strips copies in sequence with a circular motion, produces far more than Sargent expected of the machine originally.

Despite the volume, it has been found possible to do the entire job with just the one photocopier. Hence, this single machine accounts for the $15,000 to $20,000 annual saving in personnel time. No additional materials cost is involved, Mr. Kolstad points out, since the cost of the Verifax paper and developer almost

exactly matches the cost of the snap-out forms they replaced.

Copying orders is not the only use of the machine in connection with Sargent's order processing. Another usage, which Mr. Kolstad considers almost as important, is the answering of correspondence from customers. About 500 letters a week come into Sargent's production planning offices. Most of them concern orders or related subjects, and a great many can be answered simply in a few words.

However, the term "simply" may hardly apply when Mr. Kolstad or another member of the department dictates a letter to answer the question, and the letter is transcribed, signed and mailed. In quantities of 100 a day, even one-paragraph letters can be a project.

Mr. Kolstad finds it possible in about half the cases to write a reply by hand at the bottom of the letter, make a photocopy and mail it to the customer, filing the original. While it might be expected that some people would be offended by what seems a rather casual way of answering an inquiry, Mr. Kolstad says a different reaction has been the rule. Sargent's customers, who are primarily interested in speedy service either on orders or on inquiries, recognize and appreciate this as a means of quickly giving them the information they want.

About half the letters coming in require longer answers than can be handled this way—but cutting down on half that can be photocopied has considerably lightened the load and speeded customer service.

Time is the prime consideration throughout. In the case of contract orders, for instance, it usually takes about a week to edit them and expedite complete shipment. In busy periods, a delay of several days could result, meaning confusion in the office and the factory, pressure on the shipping department and dissatisfaction among customers. Photocopying both orders and letters has proved an ideal solution to these problems, and a substantial cost-saver as well.

One girl handles all photocopying at Sargent & Co., making copies of some 200 orders, and letters concerning orders, every day. Verifax machine makes four or five legible copies, as required, in less than five minutes, and eliminates typing.

"Utility" Billing System Needs No Daily Posting

A. H. GEISLER

Executive Vice President, Telephone Answering Service, Inc., Pittsburgh.

THE BILLING-ACCOUNTS receivable procedures used by our company are, with many variations, common to utilities throughout the country. Since these general methods (for which we take no personal credit) are known to be the most efficient, it is surprising that they are not used by more industrial and commercial companies.

Very likely a system like ours is often thought of as "utility billing" by accounting executives of manufacturing companies—and dismissed without further thought. But if you will follow carefully the outline given here, we believe you will agree that in many instances streamlined billing could be adapted to commercial use, in which case it might be termed "streamlined accounts receivable." When such a system *can* be employed, the possible savings may be very large.

The nature of our company is apparent in its title. We have seven branches providing a telephone answering service for all of the 39 local Pittsburgh telephone exchanges. We send out about 3,000 bills a month. If we were to employ a "normal" billing and accounts receivable method, under which charges and credits were posted daily throughout the month, our bookkeeping costs would be prohibitively high. With our present set-up, however, it takes three

One of the seven branch offices which serve the 39 telephone exchanges in Pittsburgh.

1

Local Calls Made for You On T.A.S. Lines

THIS IS NOT A RECORD OF CALLS RECEIVED FOR YOU

DATE	STROKES INDICATE NO. OF CALLS	DATE	STROKES INDICATE NO. OF CALLS	DATE	STROKES INDICATE NO. OF CALLS	DATE	STROKES INDICATE NO. OF CALLS
26		3		11		19	
27		4		12		20	
28		5		13		21	
29	/	6		14	/	22	
30		7		15		23	/
31		8	//	16		24	
1		9		17		25	/
2		10		18	/		

PHONE CALLS MADE ON ANSWERING SERVICE LINES FOR

Wescott Funeral Home

ONE MONTH ENDING 25TH OF FEBRUARY

7 TOTAL — LOCAL CALLS MADE FOR YOU (10¢ PER CALL) — $ .70 AMOUNT

MISCELLANEOUS CHARGES:

TAS Office Number 1

FEB 25 1955

Period Ending: _____

Name of Subscriber: Wescott Funeral Home

Postage Used (at cost) . . . . . $ .78

Other: _____ .

_____ .

TOTAL $ .78

Prepared by R. R.

OVERCALLS

TAS Office Number 1

FEB 25 1955

Period Ending: _____

Name of Subscriber Wescott Funeral Home

Calls Received for You . . 723

LESS: Calls Included in Your Service Charge . 100

Overcalls @ 11¢ . . 623 $ 68.50

Supervisor's Initials J.S. Recorded by DO.

Fig. 1. Vouchers, showing charges for calls, are received monthly from branch offices.

OFFICE NO. _____

SHEET NO. _____

ACCOUNTS RECEIVABLE JOURNAL

NAME	BASIC RATE *	PREVIOUS BALANCE	ANSWERING SERVICE	LOCAL CALLS MADE FOR (IN)	OVERCALLS RECEIVED *	TOLL CALLS	MISC. CHARGES	CREDITS	TOTAL CHARGE THIS MONTH	BALANCE DUE
						DATE OF INVOICE	DUE FROM PREVIOUS MONTHS: MONTHS	DUE FROM PREVIOUS MONTHS: AMOUNT		
Bryon Sales Corp.	16.50		16.50	.50			.12		17.12	
						55MAR 1				17.12
John J. Jones, M.D.	16.50		16.50	.10	5.55				22.15	
						55MAR 1				22.15
Munson Company	12.65	13.05	12.65	4.70		.60			17.95	
						55MAR 1	1	13.05	31.00	
H. H. Smith, D.D.S.	16.50	5.00	16.50	.90	2.31		.53		20.24	
						55MAR 1			5.00	15.24
Wescott Funeral Home	12.65		12.65	.70	68.50		.78		82.63	
						55MAR 1				82.63
			74.80	6.90	76.36	.60	1.43	.00	160.09	
								8.05		168.14

387

MONTHLY STATEMENT

TELEPHONE ANSWERING SERVICE, INC.

ESTABLISHED 1923

550 GRANT STREET (Suite 1461) PITTSBURGH 19, PA.

★ EXpress 1-1100

→ **PLEASE RETURN THIS STUB WITH YOUR CHECK** ←

AMOUNT

$ _____

Wescott Funeral Home
500 Field Street
Pittsburgh 19, Pa. 1

3-1-55

YOUR CANCELLED CHECK IS YOUR RECEIPT

ANSWERING SERVICE *	LOCAL CALLS MADE FOR (IN) *	OVERCALLS RECEIVED * *	TOLL CALLS * *	MISC. CHARGES * *	CREDITS * *	TOTAL CHARGE THIS MONTH
12.65	.70	68.50		.78		82.63

* FOR CURRENT MONTH FROM DATE OF INVOICE

* * PER VOUCHERS ENCLOSED

DATE OF INVOICE	DUE FROM PREVIOUS MONTHS: MONTHS	DUE FROM PREVIOUS MONTHS: AMOUNT	BALANCE DUE
55MAR 1			82.63

PAYABLE WITHIN 10 DAYS

MONTHLY STATEMENT

TELEPHONE ANSWERING SERVICE, INC.

ESTABLISHED 1923

550 GRANT STREET (Suite 1461) PITTSBURGH 19, PA.

COMMERCIAL DEPARTMENT *EX. 1-1100

TAS

SERVICING
EVERY LOCAL EXCHANGE
IN GREATER PITTSBURGH
17 BRANCH OFFICES

DIVISIONS

PHYSICIANS EXCHANGE	*MO 1-1200
DENTISTS EXCHANGE	*MO 1-8100
TELANSERPHONE	*EX 1-1100
TELEPHONE RESEARCH AND SALES	*EX 1-1100
TELEPHONE SECRETARIAL SERVICE	*EX 1-1100

YOUR CHECK NO _____ DATE _____

Fig. 2. Invoice form and journal sheet, used by Telephone Answering Service, Inc., Pittsburgh, which eliminates daily posting.

people just 15 hours to churn out 3,000 bills—a total manhour expenditure of 45 hours a month. On a dollars and cents basis, that amounts to less than 2½c per bill.

We maintain seven file divisions for seven Telephone Answering Service branches serving the 39 telephone exchanges in Pittsburgh. Each of these divisions contains alphabetically filed master ledger cards, one for each customer. The master ledger card shows the customer's name and address, standard monthly charge and other basic information.

Various charges and credits to these accounts come to us each month. The more common type includes local calls made for the customer, toll calls and overcalls (telephone calls answered over and above the agreed standard monthly number). All of these are sent in from the various branches in voucher form, as shown in Fig. 1. They are directly comparable to invoice copies or other accounts receivable media used in commercial practice.

Instead of posting these charges or miscellaneous credits to each account, we simply enter the total for each exchange to a branch control sheet, and then file the slips behind the customers' permanent master ledger cards. This is a procedure very much like a cycle billing filing method.

Prior to the actual billing operation at month's-end, the date, customer's name and address, basic monthly charge and exchange code number are printed by an addressing machine on the bills and on the accounts receivable journal (Fig. 2). Any previous balance owed by the customer (about 10% will still owe the previous month's bill) is noted in pencil, as described below. Before billing, tapes are run and proved on all vouchers by type of service, so that we know beforehand, for each branch, the exact totals for answering service, local calls, overcalls, toll calls, miscellaneous charges and credits.

The billing itself, also shown in Fig. 2, is done on a standard-type NCR Model 31 accounting machine. It is a simple operation. The bookkeeper simply enters the totals of each voucher—basic answering service charge, local calls, overcalls and so forth right across the line. The machine prints date of invoice and balance due automatically, and accumulates the various types of charges in separate totals. The entire billing prints through to the accounts receivable journal.

After all bills for one branch have

(Continued on page 162)

3000 bills are turned out in 15 hours on this NCR billing machine.

The principles of an efficient piecework and production control system which the author has installed for various manufacturers. He is known in the office machine industry through his former connections with Underwood Corp. and Olympia Typewriter Co.

Controlling Piecework Production

FELIX BARDACH

Management Consultant, New York.

PIECEWORK, the oldest wage incentive, is more commonly used than any other wage incentive system. Piecework means payment by the piece regardless of working hours. Originally it was "contractor work", whereby the work was given to a person who did the work on a contract basis at a predetermined price. With modern tools and machines, most work had to be done within a factory. For greater efficiency, the work was split into sections which were given to one or several workers at a fixed price. The term "section work" used in the garment industry derives from such practice. Mass production technique breaks work down into its most elementary operations with piecework rates for each job.

Among all wage incentive systems, piecework rates first in simplicity. It is easily understood, even by illiterate workers. There is no problem in calculating the correct amount of pay and, since the price of each job is predetermined, cost is automatically controlled. Theoretically, piecework earnings go from zero when no work is done. Generally a floor is established, *i.e.* a minimum guarantee of pay, either the federal minimum wage or some other guaranteed base rate. There should be no ceiling to limit the workers' earnings. Wages increase proportionately with the increase in output.

A wage incentive system is successful only when properly applied and administered. Therefore, piecework rates should be set by modern methods.. After having established the best way of doing the job (methods study), the time required is measured and a standard, or norm, is set. Piecework standards should be expressed first in time and then in money, to show the exact labor content of each job and facilitate adjustments in case of a change in the basic wage structure. It is essential that piecework rates be consistent. All jobs should be paid in proportion to their labor content. There should be neither meager nor fat jobs. If such a situation exists, the piecework rates are not properly set and should be checked. Standards once established should not be changed unless changes in equipment, design, materials or methods occur.

All piecework rates, as well as the time and method studies, should be kept on file for future reference. Charts showing the rates for all operations are displayed or kept on record in each department.

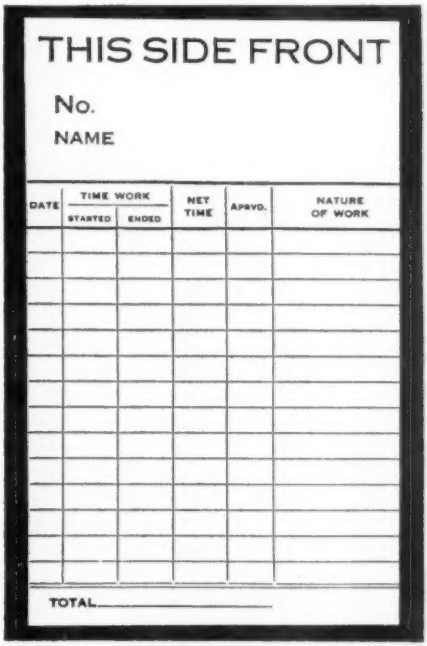
A good piecework system must provide proper records of the work done for the calculation of earnings. These records must be simple and show the quantity of work issued and quantity of work completed with columns or spaces for the rate and for calculation of total earnings. Data are recorded on cards, tickets or other forms, either for each job separately (single job ticket) or by accumulating all jobs during the day on one form (cumulative piecework sheet). The job ticket may be a detachable coupon or a punched card. Generally, coupons and punched cards are made out in advance showing quantity issued and price but there are cases, especially where punched cards are used, where the name of worker, quantity of production and rate are inserted by hand to be punched later (Fig.1).

A well organized system, using either coupons or punched cards, needs no provision for recording or checking the elapsed working time of each job. Since a piecework operator should be kept continuously on piecework, it is sufficient to use a simple card or ticket showing only quantity of work and price. In case of interruption of the piecework, caused by power stoppage, machine breakdown or anything disrupting the continuous flow of work, the off-time or waiting time must be reported. The worker's daily time card has space provided to register such off-periods (Fig.2).

Hand-in-hand with a good piecework system goes a well organized production control procedure. After each operation has been analyzed as to when, where and how to be done, operation charts are made to list materials, tools, methods, standards and other pertinent information. The operations are listed in their proper sequence and provided with code numbers. Larger plants, having many departments, find it practical to use code numbers for the departments as well. Code numbers can be combined, using several digit figures, *i.e.* the first digit for the department and the others for the operations.

An important factor in the overall planning is the proper selection of economical lot sizes. The size of the lot or bundle should be neither too small nor too large. Too small a size necessitates too frequent changes in machine set-ups, too large a size handicaps production by causing unnecessary piling up of work between operations. Sometimes the lot size is governed by limitations in equipment and by the requirements of meeting delivery schedules.

Avoid the counting of parts as much as possible. In many cases it is sufficient to count the parts only twice: at the beginning and at the end of the manufacturing process. In case of intermediate inspections and subsequent elimination of parts, only the eliminated parts should be counted and recorded. Spoilages that occur during manfacturing and


THIS SIDE FRONT

No.

NAME

DATE	TIME WORK		NET TIME	APRVD.	NATURE OF WORK
	STARTED	ENDED			

TOTAL_____

Fig. 1. A single job ticket which could be a punched card.

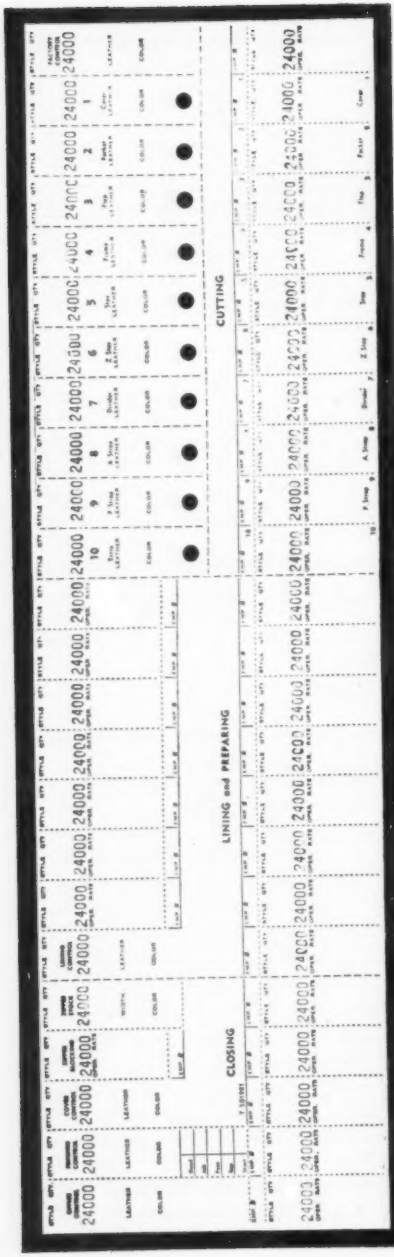


Fig. 2. A work ticket comprised of three major parts. Note cutting section (lower right) which provides identification stubs for up to ten different parts.

which cannot be replaced immediately, should be recorded to keep an accurate count and to pay for exact quantities.

Whenever possible, counting of production should be done automatically. Most machines allow the installation of counters which can be read at the beginning and end of an operation. Other means of counting are by weighing or by use of electronic devices whereby parts pass across a light beam and are thus automatically recorded.

The most important factor in production control is a proper routing procedure. This involves the design of a foolproof method to identify each part during all stages of the manufacturing process until the article is finished. Generally one or several route sheets are made out for each order and released at the starting point of the manufacturing process. In many instances this involves a lot of detail work and paper handling. To do the job properly, each component part of a product must have its identification card on which all operations to be performed are listed. One method of simplifying this wasteful procedure is to combine all production control data with all piecework records on a single form. This system is based on the coupon method, whereby each form or work ticket has as many detachable coupons as there are operations to be performed. Work tickets should be printed for each article to be made. The system is applicable only when the same article with the same operations is produced all year round. Several machines on the market print work tickets when needed and as specified.

The coupon system combines the payment and production control procedure by the use of a card with a more or less large permanent stub and detachable coupons. The card is issued when the article is released for production and accompanies the work throughout the manufacturing process. There are coupons for payment, identification, inspection, and other control purposes. When a great number of operations are

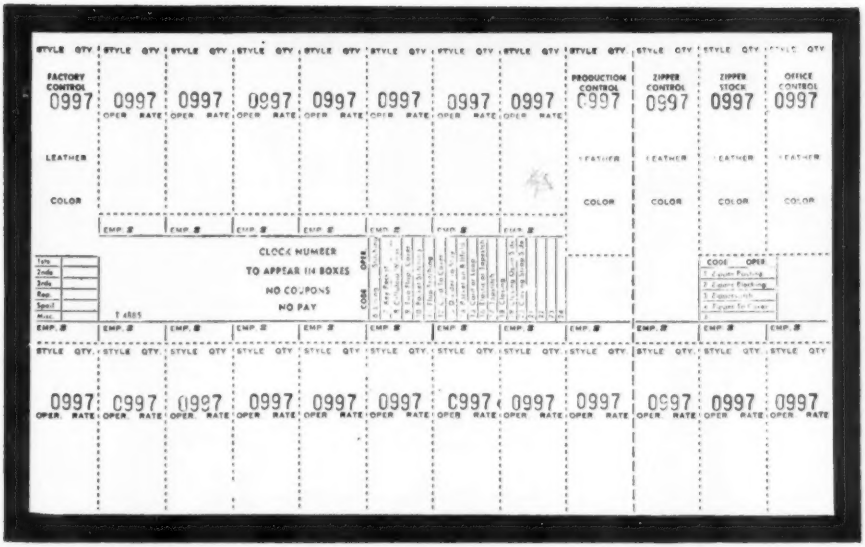


Fig. 3. A work ticket with detachable coupons for payment, identification, inspection and other control purposes.

performed, several cards can be issued, one for each manufacturing department (Fig. 3).

The payment procedure is simple, efficient and accurate. Piecework coupons are detached when the work is finished and collected either by the worker or by the foreman. At the end of the day or week, they are sent to the payroll department where a clerk adds the coupons to arrive at the workers earnings. He checks workers' time cards for off-periods.

For production control, the work ticket provides a number of special coupons. First and most important is one called Office Control which is detached upon release of the work in the shop and kept as an office record as long as the work is in process. Other coupons indicate progress at various stages of the process. Finally a coupon called End Control shows date and quantity of work completed. Coupons also can be used to provide inspection data: finished lots of good merchandise, seconds or rejects. The work ticket may incorporate coupons for withdrawal of raw materials or any kind of production materials.

To have each part of a product properly identified while being routed through the shop, identification coupons are placed on the work ticket to be attached to the part, thus avoiding misplacing or mismatching during assembly.

This system has been successfully used where products are made repetitiously over a certain length of time, where the production routine is well established and the lot sizes remain within fixed limits. Although its greatest application is in the soft goods industries, it is used successfully in many other manufacturing fields.

In a similar way, a piecework and production control system can be set up by means of punched cards. Individual punched cards take the place of the detachable coupons. Cards for withdrawal of materials as well as signal cards and other control cards can be included.

Left: Miss Business Show of 1956, Sheila Almassey.

Right: Miss Seminar of 1956, Charlene Petraus.

OMAC's Annual Seminar and Business Show Feb. 13-15 in Chicago

THE 14th Annual Seminar, sponsored by the Office Management Assn. of Chicago in conjunction with Northwestern University, will be held February 13-15 in the Conrad Hilton Hotel, Chicago. The seminar committee has made a serious and detailed study to determine the problems of office executives in today's rapidly changing operations. An attempt was made to establish what kind of outside assistance would be most helpful in meeting these problems, and most appreciated by executives looking for the right answers.

It was decided that only the best qualified specialists in each field would

OMAC Seminar Program

MONDAY, FEBRUARY 13 (Noon)

OMAC WELCOME: PAUL HOLLY, *President, Office Management Assn. of Chicago.*

NORTHWESTERN UNIVERSITY WELCOME: WILLIAM S. KERR, *Vice President and Business Manager, Northwestern University.*

TOP MANAGEMENT LOOKS TO THE OFFICE: CHRISTIAN E. JARCHOW, *Executive Vice President, International Harvester Co.*

MONDAY AFTERNOON, FEBRUARY 13

ADMINISTRATIVE MANAGEMENT—A NEW CONCEPT: W. C. HILL, *Manager General Administration, Hotpoint Co.*

TUESDAY MORNING, FEBRUARY 14

ELECTRONICS IN THE OFFICE: JOHN DIEBOLD, *President, John Diebold Associates, Inc.*

AUTOMATIC DATA PROCESSING: JOHN L. MARLEY, *John Marley Associates.*

TUESDAY AFTERNOON, FEBRUARY 14

OPERATIONS RESEARCH—PROBLEM SOLVING TECHNIQUE FOR MANAGEMENT: SHERMAN KINGSBURY & PETER E. STRONG, *Consulting Engineers, Arthur D. Little, Inc.*

PRACTICAL WORK SIMPLIFICATION: ALLAN H. MOGENSEN, *Industrial Consultant.*

TUESDAY EVENING, FEBRUARY 14

BANQUET: Chairman, PAUL HOLLY. Toastmaster, JACK C. HODGES, *International President, National Office Management Assn.*

AMERICA'S STAKE IN ASIA: GEN. CARLOS P. ROMULO, *Special and Personal Envoy of the President of the Philippines to the U. S.*

WEDNESDAY MORNING, FEBRUARY 15

RECORDS MANAGEMENT: HENRY F. EDMUNDS, *Archivist, Ford Motor Co.*

EMPLOYEE COMMUNICATIONS: NEWCOMB & SAMMONS, *Consultants.*

WEDNESDAY AFTERNOON, FEBRUARY 15

MANAGEMENT DEVELOPMENT: MARK A. DEFERANTI, *Senior Consultant, General Electric Co.*

HUMAN RELATIONS: KEN PIPER, *Director of Human Relations, Motorola, Inc.*

Exhibitors at the OMAC Business Show

Acme Visible Records, Inc.
Addo-X Sales Agency
Addressograph-Multigraph Corp.
Air Associates, Inc.
Allen Wales Adding Machine Agency
All Steel Equipment, Inc.
American Automatic Typewriter Co.
American Perforator Co.
American Photocopy Equipment Co.
Art Metal Construction Co.
Bankers Box Co.
Bircher Co.
Blue Cross—Blue Shield
E. W. Boehm Co.
Browne-Morse Co.
Charles Bruning Co.
Burroughs Corp.
Chart-Pak, Inc.
Chicago Dictating Machine Co.
Cincinnati Time Recorder Co.
Clary Corp.
Commercial Controls Corp.
Comptometer Dictation Division
R. Cooper Jr., Inc.
Copease Corp.
Copy-Plus Sales and Service, Inc.
Ralph C. Coxhead Corp.
Cummins-Chicago Corp.
Denominator Co.
A. B. Dick Co.
Dictaphone Corp.
Diebold, Inc.
Ditto, Inc.
Domore Chair Co.
Duplicopy Co.
Eastman Kodak Co.
Thomas A. Edison, Inc.
Elliott Addressing Machine Co.
Fototype, Inc.
Friden Calculating Machine Co.
General Binding Corp.
General Fireproofing Co.
Gray Audograph Corp.
Griswold & Co.
Haloid Co.
Harris-Seybold Co.
Donovan Hershey Corp.
Heyer Corp.
Horder's, Inc.
Hunter Photo Copyist, Inc.
Illinois Bell Telephone Co.
Insertomatic
International Business Machines Corp.
Lee F. Kollie Associates
LeFebure Business Systems
Magna-Dex Sales of Chicago
Manpower, Inc.
Marchant Calculators, Inc.
Marr Duplicator Sales Co.
Marshall Field & Co.
Marshall-Jackson Co.
Master Addresser Co.
McBee Co.
Mead & Wheeler Co.
J. Currey Mendes Corp.
Minnesota Mining & Mfg. Co.
Monroe Calculating Machine Co.
Mosler Safe Co.
Multistamp Chicago Co.
Muzak, Inc.
National Blank Book Co.
National Cash Register Co.
Office Equipment Co. of Chicago
THE OFFICE Magazine
Office Management
Olivetti Sales Corp.
Ozalid Division
Photostat Corp.
Pitney-Bowes, Inc.
Planned Offices Co.
Plus Computing Machines, Inc.
Precision Mfg. Co.
Preferred Business Service
Private-Tele-Communications, Inc.
Recordak Corp.
Record Controls, Inc.
Remington Rand Div.
Robertson Photo-Mechanix, Inc.
Rol-Dex Div., Watson Mfg. Co.
Royal Typewriter Co.
E. G. Ryan & Co.
Scribe Corp.
Shaw-Walker Co.
Simplex Time Recorder Co.
Slattery-Bigelow, Inc.
Standard Duplicating Machines Corp.
Standard Manifold Co.
Statistical Tabulating Co.
Stenographic Machines, Inc.
Stivers Office Service
Tallman Robbins & Co.
Tiffany Stand Co.
Times Facsimile Corp.
Todd Co.
Transo Envelope Co.
Triner Sales Co.
Underwood Corp.
Victor Adding Machine Co.
Visirecord Systems Co.
Weber Addressing Machine Co.
Wheeldex & Simpla Products
Whitin Equipment Corp.
Workman Service, Inc.

be engaged to lead the discussions. The program indicates that no effort has been spared to put together the finest program in the history of these annual seminars.

"The Chicago seminar is rapidly gaining the reputation of becoming the most effective management seminar in the country," said John R. Crowley, program chairman. "Because of this we had an obligation to meet and we've honestly tried to fulfill our responsibility to the hundreds of registrants who come from all over the United States and Canada." The excellent quality of this year's program is expected to break previous attendance records.

The seminar's theme is "Look Ahead!"

Figures in the black . . . *they're the best kind!*

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For More Information Circle No. 111

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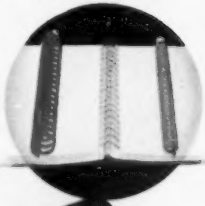

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Gen. Carlos P. Romulo, honored speaker at the OMAC seminar banquet.

Paul Holly of Aldens, Inc., president of the Office Management Assn. of Chicago.

and its aim is to alert the office manager to raise his sights to see the wider horizons of modern management. As the "administrative manager" of his company, he has the obligation to keep himself informed on all the advanced management techniques which can serve to maintain and increase his company's profits and reduce operating expenses. The office manager's responsibilities will be outlined by the keynote speaker, Christian E. Jarchow, executive vice president of International Harvester Co., Chicago.

Recognized authorities at seminar sessions will cover such timely subjects as electronics, automatic data processing, operations research, work simplification, records management, employee communications, management development and human relations. A new concept of administrative management will be presented by W. C. Hill, manager of general administration for the Hotpoint Co.

Gen. Carlos P. Romulo, Special and Personal Envoy of the President of the Philippines to the United States, will be the honored speaker at the Tuesday evening banquet. The first Philippine Ambassador to the United Nations, and President at the Fourth General Assembly of the UN, he will speak on "America's Stake in Asia." Former Ambassador to the United States, he now holds the rank of Ambassador Extraordinary and Plenipotentiary.

Over 45,000 potential buyers and users of office equipment are expected to attend the annual Business Show which is held each year in conjunction with the seminar. More than a million dollars worth of the latest office machines, equipment and supplies will be demonstrated by 120 domestic and foreign exhibitors. These include manufacturers, distributors, retailers and service companies.

Exhibits will occupy all space in the Conrad Hilton's air-conditioned exhibition hall, the north annex and the fifth floor. The show was expanded to the fifth floor last year to accommodate additional companies. Twelve previous year exhibitors will return to the fifth floor area this year and eight others will be added.

Visitors will come from almost every state and Canada. Included will be office executives, purchasing agents, office managers, government officials, educators and business teachers. Interested supervisors and other employees come to find solutions to specific office operating problems. Tours are arranged for senior commercial students in Chicago area high schools, business colleges and universities to acquaint them with the latest in office equipment.

For the first time in OMAC history, the show this year will begin on Sunday. This was planned to give visitors from nearby cities a chance to see the show with their families and friends. Also, local people who cannot take time away from a busy work schedule that week can come in on Sunday.

Seminar attendance is open to nonmembers of OMAC who may register by mail. Registration forms can be had from Office Management Assn. of Chicago, 105 W. Madison St., Chicago 2. Free tickets for the business show also can be had from the same address, as well as from any exhibitor.

For More Information Circle No. 397 →

10% of British Workers Are Doing Office Work

LORD LYLE OF WESTBOURNE
President, Office Management Assn., London, England.
Director, Tate & Lyle Limited.

IN RECENT YEARS the chairmen of our council, when contributing to an annual survey, have referred to the difficulty of obtaining suitable clerical labor. They have attributed this either to the appeal of other work, or to the apparent lack of scope which the office appears to offer those who may be considering it as a career. This is possibly true, particularly in the case of young men at the present time. There is much greater appeal in an occupation which requires the practical application of scientific and technical knowledge rather than the application of this knowledge in an administrative capacity. It is a common fallacy that, unless they specialize in accountancy or secretarial work, there are few qualifications which they can obtain if they make office work their career. It is, therefore, the duty of those concerned with the staffing of offices to make sure that beginners are made aware of the many interesting and well paid jobs in offices.

Office staffs in Great Britain, generally, have shorter hours than persons in manual or industrial employment although the pay of the manual worker, in the case of men especially, is higher on the average. It may well be argued that the potentialities for the office worker are far greater than for the manual worker.

During the past year, there has been an increasing interest in the possible application of electronic computers to clerical work. Some of this interest is due, no doubt, to the discussions which took place during the 1955 national conference of our association. One of the sessions was devoted to a discussion on the scope for electronic computers in the office and eleven representatives of companies manufacturing this type of equipment gave practical examples of installations in operation in the United Kingdom and in the United States. Interest in the subject has resulted in our association having to publish, as a separate document, the papers given at this conference. Almost equal interest is now being shown in the application of organization and method techniques to the investigation of office procedures.

At the present time, 10% of the total working population of Great Britain is engaged in some form of office work, much of it, without a doubt, of a routine nature. It is the need for hundreds and possibly thousands of persons to be engaged solely upon routine clerical work which has created the present difficulties in this particular section of the labor market. The increasing use of organization and method techniques will lead to elimination of unnecessary routine. The routine work which remains could be, in most cases, eventually transferred to an electronic computer and thus free personnel for work of a more intelligent nature.

In fact, the officer worker of the future can look forward to employment on the interpretation of trends revealed by statistics, rather than the mundane job of producing the statistics. Of course, the use of this new equipment and the application of organization and method techniques will create the need for new kinds of specialists in the office and will give the office more appeal as a career.

(Continued on page 161)

← For More Information Circle No. 397

BERNARD H. NEMLICH
NOFA President

JOHN R. GRAY
NOFA Executive Director

MELVIN LEVIN
NOFA Vice President

NOFA Convention and Exhibit In St. Louis, March 3-5

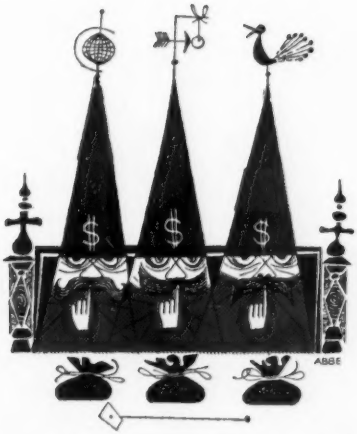
ADVANCE RESERVATIONS indicate that the annual trade convention and exhibit of the National Office Furniture Assn. in the Kiel Auditorium, St. Louis, March 3-5, will be the greatest NOFA convention to date. "Any office furniture dealer or manufacturer interested in improving his business should be at the convention. There has been nothing like it in the association's history. We urge every dealer, whether a member of NOFA or not, to be with us for this outstanding event and we guarantee it will make him a better dealer," stated John Gray, executive secretary of NOFA.

The display will include over 225 exhibits with many new numbers designed to attract immediate sales acceptance, as well as redesigned pieces and old standbys still in current demand. Booths will contain profitable items and ideas. Six model offices, each as individual as people and designed by some of the foremost office furniture dealers in the nation will show today's trend in executive offices to reflect the personality of the user or his organization. Self-selection will be skillfully keynoted to help the merchandise sell itself.

One model office, displaying clerical furniture, will cover more than 1500 sq. ft. and contain six work units for sales correspondents, stenographic pool, filing department, order department, accounting department, purchasing department and a reception room, built around the CCE principle: comfort, convenience and efficiency. Partitions used with modular furniture will demonstrate the work area available in a limited floorspace. The filing department will show a practical method of using both cabinet and vertical filing, plus the advantages of cycle filing in some applications. The purchasing department will have all catalogs, product references, specifications, etc., within easy reach. The accounting department will be interesting for its work flow and easy access to machines. The stenographic pool will have a communication system designed to cut steno costs in half.

All the model offices will be described in a book for use as a sales tool. The book will include photographs, floorplans, new techniques in perspectives and information on efficiency features, and it will be available to dealers and their salesmen.

One of the most important programs ever presented by NOFA will be this year's Planned Progress Program. This will be a program, in booklet form, on



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No matter if in Africa or on Manhattan — you will recognize a Member of the BMM Club at once, because of his happy smile and brilliant intelligence. He certainly knows how to make money, and he is the pride of the Big Money-Makers' Club, thanks to his set of Facit Calculators. He can always give the right answer during a long-distance call, simply by using his silent and elegant Facit ESA-O. It's as small as the telephone and so simple to handle that his youngest office-boy could learn to be a calculating expert within fifteen minutes. It's all because of the world-famous Facit 10-key system, permitting you to calculate with one hand and make notes with the other. Ask for our illustrated brochure FB 24 and find out what Facit can do to make *your* office more efficient!

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For More Information Circle No. 126

NOFA Convention Program

SATURDAY, MARCH 3

9:30 a.m. Business Session, Election of Officers, Constitution Amendments.

10:30 a.m. MANAGEMENT CLINICS: Salesmen's Compensation, Freight Rates, How to Recruit Salesmen, Cost of Doing Business.

1-6 p.m. Exhibits open in Kiel Auditorium.

7:15 p.m. Dixie Jamboree in the Hotel Jefferson's Gold Room.

SUNDAY, MARCH 4

1-6 p.m. Exhibits open in Kiel Auditorium.

MONDAY, MARCH 5

8:45 a.m. Manufacturers' Breakfast: Mrs. Mozelle Meals, Chairman.

9 a.m. DEALERS WORKSHOP: Melvin Levin, Business Equipment Corp., Boston, Chairman. MANUFACTURERS' REPRESENTATIVES WORKSHOP: Roger W. Young, Detroit, Chairman.

11 a.m. REPORT OF WORKSHOP GROUPS.

1-6 p.m. Exhibits open in Kiel Auditorium.

professional management to provide sound planning. It will chart destination "progress" and how to get there, with specific sales techniques and strategies that produce increased sales volume, strengthened customer relationships, improved earnings, specific goals and performance standards, better return on investment, evaluation of strengths and weaknesses, and forecasts of profits.

There will be three separate workshops for dealers, manufacturers and manufacturers' agents who will find a wealth of information, summed up as follows: When you *add* creative minds together, you will *multiply* ideas, *divide* the time it takes to solve a problem and *subtract* a lot of worry about the solution.

An interesting schedule of events has been planned for the ladies. One of the highlights will be the Showboat, an old time melodrama performed in an old Mississippi showboat anchored in the waters of the famous river. There also will be trips to Shaw Gardens, Jewel Box, Clayton Shopping Center, a style show, etc. Instead of the customary banquet, there will be a fun event to be called the Dixie Jamboree on Saturday evening. This will include a program of entertainment followed by dancing.

The dealers who are planning and designing the five model executive offices: Regan Furniture Corp., New York; Desks, Inc., New York; Farnham Stationery & School Supply Co., Minneapolis; S. G. Adams Co., St. Louis; Holscher-Wernig Office Furniture Co., St. Louis; Burdett Green, executive secretary, Fine Hardwoods Assn.; Irwin

Kiel Auditorium, St. Louis, where the National Office Furniture Assn. will hold its annual exhibit March 3, 4 and 5.

E. Douglas, Retail Paint and Wallpaper Dealers Assn. and other exhibitors.

Registration package for non-members is $12 and includes the luncheon and jamboree. Non-members may attend the exhibits and business sessions (excluding luncheon and banquet) during the three days for only $2. Complete information can be had from John R. Gray, executive director, National Office Furniture Assn., 327 S. LaSalle St., Chicago 4.

SAVE MONEY BY PRINTING PUNCHED CARDS IN THE OFFICE

ARTHUR W. CLARK

Director of Planning, Home Security Life Insurance Co., Durham, N. C.

TABULATING equipment users are familiar with two minor problems associated with the use of punch-cards: (1) how to obtain quickly and inexpensively a small quantity of cards designed for a specific job; and, (2) how to avoid wasting cards which have become obsolete. Any office in which there is a small offset press has at hand a ready solution to both problems.

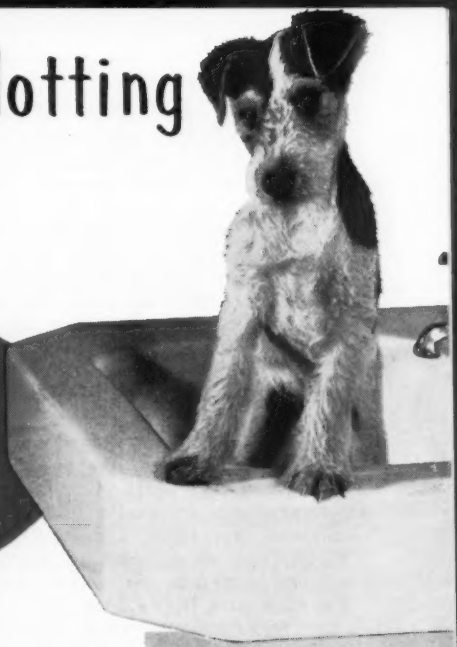
Suppose we need 10,000 cards for a special job and we want them just as soon as we can get them. We have designed the card and drawn it in pencil on the layout sheet provided by the card manufacturer. Now we are faced not only with a substantial delay before the cards can be secured from the factory, but also with an electrotype preparation charge which will amount to several dollars per thousand and an extra charge added to the cost of the cards themselves because of the small quantity involved. At the same time, we have in stock 18,000 obsolete punched cards (one company in this area recently threw out 300,000 obsolete cards!). We can have our punched cards printed before the factory could start on our order, and the total cost will be less than half the factory charge for the electrotype alone.

Before the manufacturer can prepare the plate and print the cards, the user must submit his copy for the form design on a layout sheet; necessary lines are drawn and headings are written in. On the layout form itself are printed

Not a lick of blotting

with the NEW

TRIAD
MIMEOGRAPH PAPER



NO SMEARS — NO OFFSETTING

Fast as a tail-wag . . . not a lick of blotting. Accent is on action with Triad . . . and materials may be put to use immediately without inconvenient delays. No smears, no offsetting between sheets either. Nothing nicer could happen to a machine — or to an office — than Triad.

Compare! . .
With lint-free, quick-drying Triad you get hundreds and hundreds more clear, sharp copies. No clogged-up openings made by a typewriter in stencil duplicating.

You can use both sides with excellent results in the 20 lb. weight for there is a minimum show-through. Good opacity makes for easier reading.

Triad — the quickest way to duplicating efficiency — the paper that gives you service **complete!**

FREE SAMPLES **Send for your generous, free sample and color swatch book now!**

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8 *LUSCIOUS COLORS*

- ***RUSSET***
- ***LILAC***
- ***NILE GREEN***
- ***SALMON***
- ***GRAY***
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For More Information Circle No. 125

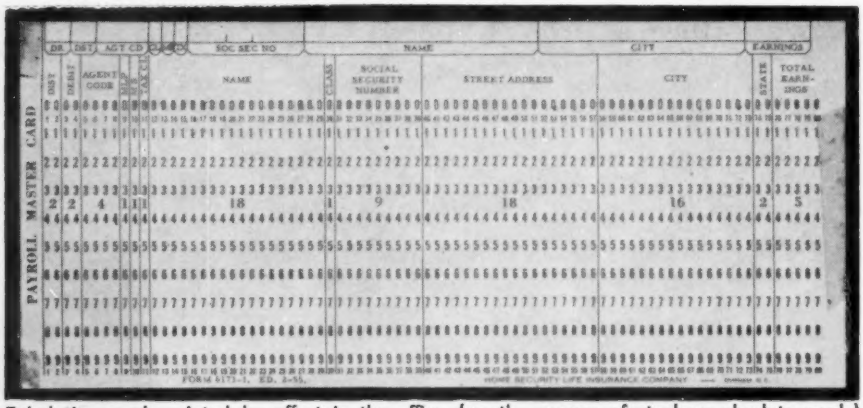
the card column numbers and the digits in each punch position in each column. Up to this point, the procedure is identical whether or not we order our new cards from the factory. But if we require our cards as soon as we can get them, if the number needed is not great and particularly if we have a stock of obsolete cards on hand, we may be well advised not to place this order with the factory.

After the form has been designed and drawn in pencil, little extra time and effort are required to prepare it for offset reproduction. It takes but a few minutes to draw in the lines with a ruling pen and India ink. The various field headings are next typed on a wide carriage typewriter (or they may be typewritten on a sheet of paper, cut out and pasted in with rubber cement). The card title, major headings and company name may be typed, lettered with a lettering set, or pasted in. In our form design work, extensive use is made of characters which are available printed on heavy paper and padded; these are torn off, quickly assembled into words in a "composing stick" and pasted in.

Next, the offset plate must be prepared. The copy is ready on the layout sheet; it must now be photographically reduced to proper punched card size. From the negative, which is a two-to-one reduction of the copy, the offset plate is prepared. We do our own photographic work and plate preparation; having it done would cost about five dollars.

Once the plate has been prepared, the cards may be printed on the backs of the obsolete punch cards. If this is done, the new cards are obtained for a small fraction of their usual cost. If no obsolete cards are available, major savings of money as well as of time can still be made, provided the quantity of new cards required is limited, by using blank card stock or the backs of stock cards (whose fronts are imprinted with the punch position digits and column numbers). One word of caution should be injected at this point. If the printing of any cards for mark sensing purposes is contemplated, it will be important to select a printing ink which will not serve as a conductor.

Substantial reductions are invariably made in the cost of plate preparation and in the delay required before a new card is available for use. Whenever obsolete forms are available for printing stock or when quantities are small, major savings are also gained in the unit cost of the printed cards. The copy is easily prepared, the cards are readily printed on an offset duplicator, and the registration and results are excellent.



Tabulating cards printed by offset in the office (on the reverse of stock or obsolete cards) save time and money, and are equal in every way to cards printed outside.

"Copy Cats" Cost You Dollars...

to do what BRUNING COPYFLEX does better for pennies!

Modern Copyflex One-Writing Systems Save Thousands of Dollars Annually in Clerical Work!

Look in almost any department of your company, and you'll find clerical employees who are forced by paperwork to become "copy cats"—and your company is wasting hundreds to thousands of dollars each month because of it. Again and again, they copy original information from one form to another by hand. Their manual copying is slow, prone to errors, and costly.

Modern Copyflex does the work of "copy cats"—faster, without errors, and at far less cost. Basic information is written only once—copies or other forms utilizing basic information are mechanically reproduced from the original. Letter-size copies are produced at less than a penny each for materials. Copyflex one-writing systems speed and simplify purchasing, production, shipping, invoicing, accounting, and a host of other operations. They free personnel for other important work, give you tighter control of operations, save thousands of dollars.

Copyflex machines are quiet, clean, odorless. They require only an electrical connection, can be operated by anyone. Mail coupon today.

Desk top Model 100 Copyflex copies originals 11 inches wide by any length. Makes up to 300 copies of different letter-size originals per hour. Only $498.50. Other models available to copy originals up to 46 inches wide.

Find How Copyflex Can Simplify and Speed the Following Paperwork:

Purchase Requisitions	Accounting Reports
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Charles Bruning Company, Inc., Dept. 22-G
4700 Montrose Ave., Chicago 41, Illinois
Please send me information on the Copyflex process and Model 100 machine.

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Company _____
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For More Information Circle No. 166

Insist On A Demonstration

of the New ELECTRIC COLLAMATIC COLLATOR

From **$395.** F.O.B. Wayne, New Jersey

LOW COST six models available

BEFORE YOU BUY — OR ARE SOLD ANY OFFICE COLLATING MACHINE

People in business, people you know, who have tusseled with the problem of collating for years, are **ASTONISHED** at the effortless operation of the NEW electric **COLLAMATIC.**

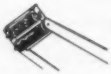
It can be your pleasure too — to see the New **COLLAMATIC — to examine for yourself,** each finely engineered feature of the machine, and of its operation — to experience the touch of the Automatic Starter — to see the sheets collated in an effortless manner.

It can be our pleasure to bring effortless electrical collating to your office.

Write **TODAY** for a demonstration or additional information.

Model 1200 Console

AUTOMATIC STARTER — Simply touch to collate.



MAGICFEED ROLLERS — Insure positive feed even to last sheet.

FLEXIBILITY OF LINE — Your increased requirements provided for by simply adding Units.

BIN CAPACITY — A full ream.

Dealers from Coast to Coast

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☐ Please arrange a demonstration for ☐ Please forward literature to

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For More Information Circle No. 190

New Books

(Continued from page 61)

***INTEGRATED CONTROLS OVER BUSINESS RECORDS.** New York University, Room 610, 115 Broadway, New York 6, 79 pp., $2.*

Proceedings of the second annual conference on records management conducted by NYU and the National Records Management Council. Includes a report on the effects of a nuclear explosion on records by an observer at last year's Nevada tests.

***ADMINISTERING A CONVERSION TO ELECTRONIC ACCOUNTING** by Harold Farlow Craig. Harvard Business School, Boston 63, Mass., 238 pp., $2.50.*

A case study of electronic conversion in a large insurance company. The author believes that the administrative problems involved were inevitable and could have been foreseen. Some of these problems will continue to arise during similar conversions and executives should be prepared to face them.

***APPLIED GENERAL STATISTICS** by Frederick E. Croxton & Dudley J. Cowden. Prentice-Hall, Inc., 70 Fifth Ave., New York 11, 859 pp., $9.*

The second edition of a text which describes the more commonly used statistical methods and illustrates their applications in many fields. A students' workbook will be available.

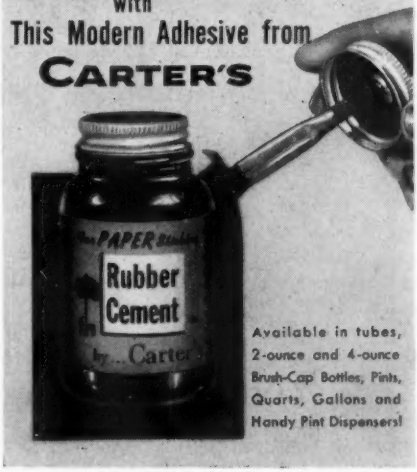
***HOW TO DEAL IN REAL ESTATE** by Clyde T. Cadwallader. Prentice-Hall, Inc., 70 Fifth Ave., New York 11, 362 pp., $5.95.*

Precise, detailed information on how the author buys and sells real estate with profit to both buyer and seller. He states that if the reader will faithfully follow the program outlined here, the reader can become a capitalist, as did the author.

***A TRADE UNION ANALYSIS OF TIME STUDY** by William Gromberg. Prentice-Hall, Inc., 70 Fifth Ave., New York 11, 318 pp., $7.50.*

This is the second edition of a book which examines theoretical requirements for a science of time study ("If," writes the author, "such a thing is possible") and then determines how closely existing time study practice comes to the scientific ideal.

Stick cleanly...smoothly
with
This Modern Adhesive from
CARTER'S



Available in tubes, 2-ounce and 4-ounce Brush-Cap Bottles, Pints, Quarts, Gallons and Handy Pint Dispensers!

STICKS CLEANLY . . .

It's easy to do neat sticking with Carter's Rubber Cement. Excess rubs off fingers and paper in a jiffy!

SPREADS SMOOTHLY . . .

There's no "stringing" with CARTER'S. Smooth, easy spreading every time!

WRINKLE-PROOF . . .

Carter's Pure Rubber Cement will not wrinkle even the thinnest paper!

SO QUICK TO DRY . . .

Carter's Pure Rubber Cement dries neatly, quickly. Made from pure, natural crepe rubber for stronger sticking!

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CAMBRIDGE 42, MASSACHUSETTS

For More Information Circle No. 164

Right or Wrong IN EMPLOYEE RELATIONS

Can You Fire an Employee for Falsifying an Employment Application?

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of the principals involved have been changed for obvious reasons.

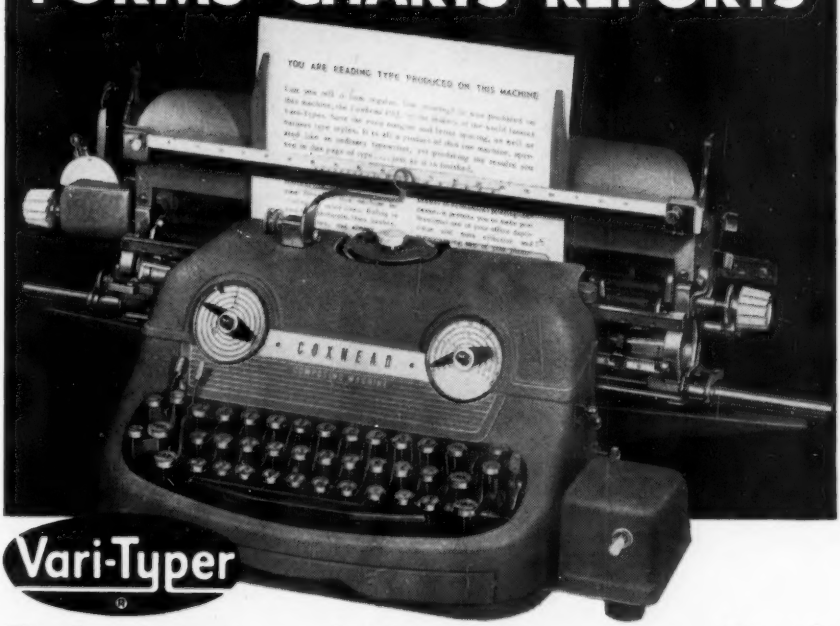
What Happened:

As a routine measure, all employees hired by the company had their references and background checked. After Irene M. was hired, the personnel department discovered that she had lied on her application form. She had claimed that she had more education than she actually had. And in two instances she had falsified the number of years of experience in previous jobs. She also failed to mention that she had twice been fired from previous jobs. Irene wasn't told of the findings, and she worked on for about two years. During that time her work record was not too good, but not poor enough to warrant any discipline. She was just so-so. One day Irene received a letter from the personnel department advising her that she had been fired. The company claimed that the reason for firing her was her falsification of the employment application. The management pointed out that it long had a policy of discharging workers who had been guilty of such breaches, and it cited several instances where it had done just that. Irene admitted that she had given wrong information on the application form but claimed that this was "standard procedure" among employees looking for work. She said that she was afraid she wouldn't be hired if she told the truth. Then she pointed to her work record, claiming that she had performed satisfactorily enough to be kept on for two years, so after all, the misinformation on the employment record made little difference.

Was Irene: RIGHT ☐ WRONG ☐

WHAT A THREE-MAN ARBITRATION BOARD RULED: "While there were falsifications and omissions in M.'s application for employment, they were minor in character and of a kind frequently and notoriously indulged in by employees in order to get work. Even so, by waiting two years, the company waived its right to take action on the charge of falsification. Furthermore, the company knew of these indiscretions soon after hiring M. and if it chose *not* to exercise its prerogative of discharge within a *reasonable* time, it cannot use it later as a method of severing an employee from a job. It is our contention that the reasons given by the company for the discharge were not the *real* reasons. M. is to be reinstated with back pay less gross earnings or unemployment compensation during such period."

Design and Produce Your Own FORMS CHARTS REPORTS



Vari-Typer

Rules Lines and 'Sets' Type in a Single Operation.....for any duplicating process

The push of a button will automatically rule up a form of any kind—with single or double lines and dot or dash leaders. Type matter, too, in various styles and sizes can be composed with your rulings, too. You can prepare your forms directly on a litho-plate or stencil—or plain paper for photo-offset paste-up. You can prepare elaborate charts and reports with bold-face types, italics, etc. Combinations of rules and types are limitless.

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Please send VARI-TYPER Book C-56.

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COMPANY.....

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For More Information Circle No. 135

DEPENDABLE is the watchword . . .

Depend on ADDO-X to perform the thousand and one adding, subtracting and multiplication jobs each day with amazing speed,* quietness and smooth action. Operators are more relaxed, more efficient on ADDO-X machines. The STEP-O-MATIC lever offers calculator performance when multiplying. Write for descriptive literature† today.

*At 175 r.p.m.

†Also on our NEW two register machine.

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WEST COAST BRANCH

WESTERN ADDO MACHINE CORP., 2921 BEVERLY BLVD.
LOS ANGELES, CALIFORNIA, TEL: DUNKIRK 5-2247

For further details mail this advertisement with your letterhead.

For More Information Circle No. 264

Can a Supervisor, Who is Doing A Poor Job, Fire an Employee For Inadequate Output?

What Happened:

Louis Williams was a friendly supervisor indeed. He was a "regular guy," joking with the employees, letting them talk all they wanted to at their jobs, and he never seemed to take things too seriously. In fact, occasionally, he would indulge in a bit of harmless horseplay just to show the employees that he was "one of the boys." Leone Breen was an employee in his department, having recently been transferred from another unit. Her quality of work was okay, but she was very slow. In fact, some of the other girls had to help her out every once in a while, and she was given additional instruction in order to get her to meet the standard. Williams, after putting up with this low output, gave her a warning slip. Then he talked to her and, when she didn't improve, he fired her. She filed a grievance and her complaint was:

1. Her supervisor didn't give her enough instruction.

2. Everybody in the department "goofed off" because the supervisor let people do as they pleased. So why should she be singled out for discharge?

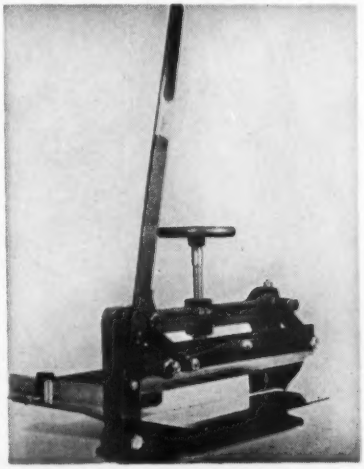
The company showed records of her low productivity and proved that her output was far below that of the others in the department.

Was Leone: RIGHT ☐ WRONG ☐

Advertisement

NEW PAPER CUTTER

Michael Lith, Inc., 145 West 45th St., New York 36, N. Y. offers the low-cost Michael 14″ All-Purpose Paper Cutter especially designed for duplicating, small offset and reproduction departments. It is manually operated and will cut a 2″ thickness of paper. Of all steel construction with detachable, hollow ground blade, automatic safety latch, balanced lever and adjustable back gauge. The cutter is 26″ wide, 22½″



deep and 34¼″ high including handle. Cutting width is 14⅛″. Inside cutting length, knife to back gauge, is 13¾″.

For More Information Circle No. 218

For More Information Circle No. 219

"The ace of spades

says we trade 'em in"

Economics, not chance, should govern trade-ins of old typewriters.

If, after x years, yours cost too much to service and turn out bad-looking work, get rid of them. Get new Royal Standards.

Your typists will do *more* work . . . easier and better. There'll be less time out for repairs and lower service costs, too.

Salary, rent, light, heat, telephone and typewriter supplies are all part of the "typing station" cost. Did you realize that *one new Royal Standard* represents less than 1% of this charge?

"But how *many* years is x years?" That's a fair question which your local Royal Representative can answer for you. It varies from business to business, of course. Why not call him today?

ROYAL®

standard

electric • portable
Roytype® business supplies

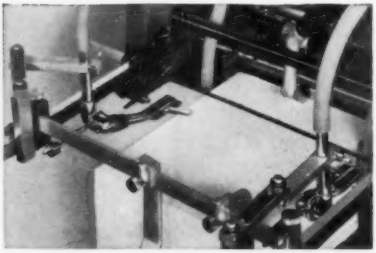
Royal Typewriter Company, *Division of Royal McBee Corporation*
For More Information Circle No. 105

Multilith, Davidson and Webendorfer operators!

STOP Mis-feeds

with Wale FLOATING NOZZLES!

Having feeding trouble with your OFFSET duplicator?
Cut waste and operating costs — feed tissue, card, book paper without mis-feeds!



Shown installed on Davidson Duplicator

WRITE for complete information and "Pressman's Paper Feeding Guide" packed full of tips on paper feeding.

Wale Floating Nozzles*
300 Broadway, San Francisco 11, California

Please send information on Wale Floating Nozzles for ..... offset duplicator and FREE COPY of "Pressman's Paper Feeding Guide".

Name .....

Company .....

Address .....

City and State .....

*Manufactured by Roller Press, San Francisco

For More Information Circle No. 189

WHAT ARBITRATOR CLARENCE M. UPDEGRAFF RULED: "It appears to be established that there were some elements of wrongdoing on both sides. Miss Breen was not respectful of representatives of management and knowingly failed to do her assigned tasks with proper promptness. Human nature being what it is, a reasonable amount of talking and jocularity must be expected and perhaps even condoned in all establishments where people are assembled. Management cannot expect to have a satisfied working force if it attempts to make human beings act like machines. On the other hand, it must exercise care and judgment to see that various elements of conduct unrelated to work are kept reasonably within bounds of efficiency and propriety. To this end, supervisory officers must completely and entirely exclude themselves from all horseplay and practical jokes. Their participation in these things invited playful retaliation by the other employees. One extreme leads to another. In such an atmosphere, efficiency disappears and losses of one sort or another become inevitable. Miss Breen shall be deemed to have been properly discharged but, under the circumstances, she shall be entitled to $400 in severance pay."

Can You Fire an Employee Because She's Looking for Another Job?

What Happened:

Helen Sloan was a payroll clerk and a very good worker to boot. One day, her supervisor heard a rumor that Helen was looking for another job. In fact, the way the supervisor got the story, Helen had already found another spot in another city with higher pay, but no date had been set when she was to take over the new job. The supervisor immediately scooted over to Helen and laid the cards on the table. He told her what he had heard through the grapevine. She didn't deny the

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Automatically

with the amazing new Dial-a-Plate PRINTER

The new Robertson Dial•a•Plate Printer, with its enclosed high speed light source matched to the pre-sensitized plate emulsion, gives you a perfect plate EVERY TIME, faster than any other unit. Just set the dial, and the exclusive "Electronic-Eye" takes over, automatically controlling the amount of light reaching the plate and giving uniform exposures EVERY TIME, regardless of voltage fluctuations or other variables. All of this is possible WITHOUT THE DANGER of an open flame arc or other high voltage units. The Dial•a•Plate is available in both 10x16" and 20x24" sizes (usable area).

Automatic **Uniformity**—The exclusive "Electronic-Eye" controls the exposure, regardless of voltage fluctuations or other variables.

Automatic **Speed**—The Dial•a•Plate's light is matched to the emulsion of the pre-sensitized plates for fastest exposure. A perfectly shaped reflector utilizes every ray of light and eliminates undercutting and halation.

Automatic **Operation**—Set the dial and the "Electronic-Eye" takes over, you cannot under-expose or over-expose.

Automatic **Economy**—Exceedingly long bulb life and low voltage requirements automatically result in lower operational costs.

All of this at a surprisingly low original price . . . . . .

see it demonstrated
Write for the name of your nearest dealer that has the Dial•a•Plate on display

Manufacturers of the famous "Seventeen" and "320" Cameras

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For More Information Circle No. 227

"*National* Accounting Machines save us 130% on our investment—every year!"

—**THE PARKER PEN CO.,** Janesville, Wis., Toronto, Can.

"We are gratified with the performance of our National Accounting Machines. They repay us annually $1.30 on every dollar invested—a 130% return each year. Not only do they save us valuable time and reduce operating costs, they also help our operators do better work with less effort. Our Nationals do a particularly outstanding job handling high volume accounts receivable (domestic and export), as well as accounts payable applications. Nationals help us keep comfortably ahead of our fast-paced work schedule."

G. Earl Best
Secretary-Treasurer
The Parker Pen Company

In your business, too, National machines will pay for themselves with the money they save, then continue savings as annual profit. Your nearby National man will gladly show you how. Or write to us at Dayton 9, Ohio.

*TRADE MARK REG. U. S. PAT. OFF.

National

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS

THE NATIONAL CASH REGISTER COMPANY, DAYTON 9, OHIO
986 OFFICES IN 94 COUNTRIES

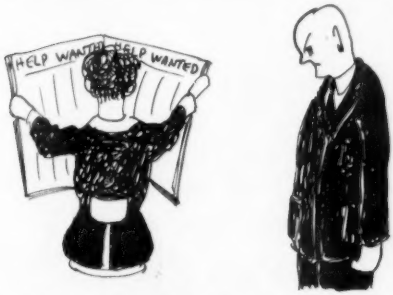
For More Information Circle No. 117

story. In fact, she said that she had another job lined up but that it hadn't materialized yet. "But don't you worry," she said, "I won't leave you in the lurch. I'll give you plently of notice so you can line up a replacement."

Not wanting to be without a replacement, the company started to look around and, within a fortnight, got a girl to take Helen's job. She was called into the office and told that a replacement had been found and that she was being let out. She was shocked. She said that her new job hadn't come through, and that she had every intention of continuing on. Furthermore, she said, she had promised that she would give plenty of notice and the company had no reason to fear that it would be left holding the manpower bag. "Every worker has a right to try to better herself and look for another job," she argued further.

"We agree," answered the company, "but management must also take steps to protect itself. It took us two weeks to find a replacement for you, Miss Sloan. We can't stand around waiting for you to make up your mind."

Was the Company: RIGHT☐ WRONG☐



WHAT ARBITRATOR HYMAN PARKER RULED: "It is not uncommon for employees to seek other work during periods of employment and, upon finding another job, fairminded employees do give their employers adequate notice. It is true that key employees, such as Miss Sloan, owe a

AUTOMATION FOR OFFICE COPYING

get fast, accurate copies of any graphic material.

Stenafax

the ELECTRONIC copying machine for mimeograph stencils, offset plates, single positive dry copies

Just push a button—and the operator can go on to other work. Stenafax shuts itself off. It copies office forms, news clippings, typing or any graphic material. It is a complete copying unit, requires no chemicals or developing, no special powders, light box or heat treatment.

It makes stencil or offset plates in 6 minutes or less . . . or a single dry positive copy in 3 minutes or less — on a working area of 8½" x 14".

See our exhibit in **537** at the **O.M.A.C.** Show in **CHICAGO.**

TIMES FACSIMILE CORPORATION

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For More Information Circle No. 182

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Keeps its gleaming satin finish, its modern look, permanently. The heavy gauge aluminum won't rust, warp or break, is moisture-proof. Easy to clean, easy to hang. Strong springs hold papers firmly, has convenient squaring tabs. Streamlined design and satin finish invite customer buying. Available in standard sizes. Costs less than wood, lasts longer than masonite.

MP-Jr. *streamlined* COIN-CHANGER

Gives faster service. Enhances beauty of bank. Over 5,000 in use today, in all 48 states. Sturdy aluminum with handsome grey hammertone finish. Removable tray with inside storage box. Capacity $125 — pennies through half-dollars. Size 8" x 10" x 6½". Weighs 9 lbs. Rubber feet protect counters. **$63 plus tax.**

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Dept. 0, 4000 Long Beach Ave., Los Angeles 58, Calif.

For More Information Circle No. 160

higher degree of responsibility and loyalty to their employers than do less skilled or non-key employees, but on the evidence submitted it cannot be concluded that Miss Sloan's inaction reflected a willful disregard of the employer's interest. It is true that Miss Sloan did not immediately notify the company of her plans, and that the supervisor had to take the initiative and confront her with the rumor of her leaving. But even if she had been more diligent and had notified the company of her plans, would that have made any difference? It is reasonable to assume that she would have been discharged in any event as soon as a replacement could have been obtained. The arbitrator is not unmindful of the practical problems faced by a company when a key employee leaves or anticipates leaving. If there is a labor market shortage in the particular classification, a replacement may take longer to find and time, therefore, becomes important. However, the arbitrator is not convinced that Miss Sloan is chargeable with misconduct by allegedly failing to give timely notice of her leaving. It is therefore held that Miss Sloan was improperly discharged, and she is entitled to reinstatement and back wages."

"Yes, Dear, I know it's raining . . ."
"Yes, Dear, I've got my rubbers . . ."
"Yes, Dear, I have an umbrella . . ."
"Yes, Dear . . . . ."

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We're confident that Columbia Carbon Paper Ribbons will produce the best looking executive letters you've ever seen—dignified, impressive, sparkling—on any machine designed for carbon paper ribbons*. . .

. . . *Because* Columbia's exclusive carbon formulation permits easy transfer of a full-strength impression to form a sharp, clean, non-blurring image!

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And we'll make it easy for you to judge the superiority of Columbia Carbon Paper Ribbons right in your own office.

Try this new Carbon Paper Typewriter Ribbon at Our Expense

How To Get Your FREE Ribbon

With your present *carbon* paper ribbon, type this line on your business letterhead: "Saw your ad in the February issue of *The Office*." Include make of typewriter and your name. Mail to Columbia Ribbon and Carbon Mfg. Co., Inc., 962 Herb Hill Road, Glen Cove, N. Y. *Note: *Carbon* ribbons do *not* fit fabric ribbon-using typewriters.

Columbia RIBBONS • CARBONS • DUPLICATING SUPPLIES

For More Information Circle No. 101

letter perfect!

Your secretary bubbles with pride for reasons you and she know best. Modern, prestige materials — letterheads for instance — are part of the reason. For your letters, contracts or any important record, Parsons bond or writing papers with all-new cotton fibers will truly reflect her pride (and yours). Your words on Parsons permanent, prestige business papers will be letter perfect.

Parsons PAPER

WRITE ON YOUR BUSINESS LETTERHEAD FOR PORTFOLIO 4B1, PRESTIGE LETTERHEAD DESIGNS, BY LESTER BEALL. PARSONS PAPER CO., HOLYOKE, MASS. © PPCO 1956

For More Information Circle No. 142

Duplicator Saves $12,000 a Year In Order-Writing System

A SIMPLIFIED order-writing system has netted a savings of $60,000 in clerical payroll costs during the past five years. How the system works, and the savings it has effected, were explained by H. J. Pfeiffer, office manager DeVilbiss Co., Toledo, Ohio. By installing a spirit duplicating system, the company eliminated wasteful order re-writing and reduced the clerical force necessary to process orders from 16 to 9. Billing labor on backorders was reduced 50%.

DeVilbiss' makes 30,000 items and variations in its industrial spray painting and finishing equipment, and atomizer lines. To handle orders coming in, the compainy trains order-writing specialists who are familiar with discounts, contracts and prices. Prior to 1950, these specialists wrote up complete orders in pencil on forms provided for these purposes. Two codings of orders were then necessary, one for order writing, the second for invoicing. Sixteen billers typed invoice sets on snap-out forms, a complete re-writing of the order.

With the spirit duplicating system, the billers and billing machines were entirely eliminated. Instead, the typists head up duplicator masters. The order specialists then enter the items on the master with ballpoint pens. Using the completed master, two duplicating machine operators produce all order-invoice copies. The separate writing of

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makes photocopy processing automatic!

now photocopying is ***EASIER***
BETTER
FASTER
LOWER COST

Auto-Feed is the only real advance in photocopying since the Peerless "Bright-Light" system took the photocopyer out of the closet and put it on the office desk.

With Auto-Feed, automatic fingers take the photocopy papers from your hands and feed them through the processor at precisely the correct speed. You cannot make an error. Positive and negative sheets are mechanically locked together to assure perfect registration.

Exposure settings are much less critical because development is guaranteed along the entire length of the sheet. And you get many more copies in less time because you can expose one set of prints while the Dri-Stat is automatically processing another.

Like all Peerless Dri-Stat machines, the new Auto-Feed copies more things better than any other photocopyer. Letters, charts, drawings, clippings, half-tones, colored inks, pencilled notations are reproduced with photographic accuracy.

The new Auto-Feed is available in a combination printer and processor, or as a processor alone. Your Peerless distributor will be pleased to demonstrate the Auto-Feed or the Standard Dri-Stat right in your own office . . . and in your normal office light.

Ask us to prove it!

PEERLESS
DRI-STAT

For More Information Circle No. 222

PEERLESS PHOTO PRODUCTS, INC.
Shoreham, Long Island, N. Y.

I would like to see the Dri-Stat Auto-Feed operate in my own office under my normal office lights. Please have your nearest distributor call me for an appointment.

Name .....
Title .....
Company .....
Street .....
City ..... Zone.... State.....

O-2

thanks to

Patapar®
Translucent
Parchment

MASTER SHEETS FOR DIRECT PRINT COPY MACHINES

This special type of Patapar Vegetable Parchment is scientifically designed for direct print masters. Quality controlled texture and uniform, correct translucency assure superfast transmission of the ultra-violet rays. *Copies come out fast, clean, sharp.*

Patapar Translucent Parchment has a perfect surface for printing with opaque or regular inks. Excellent for typing, pen and pencil entries, artists sketches or drawings.

SEND FOR SAMPLES — Write on your business letterhead for brochure of testing samples. *Name of nearest distributor on request.*

PATERSON PARCHMENT PAPER COMPANY
Bristol, Pennsylvania
Sales Offices: New York, Chicago
West Coast Plant: Sunnyvale, California
Headquarters for Vegetable Parchment since 1885

For More Information Circle No. 196

invoices is eliminated, as well as the second coding of orders. "It is to this simplification of procedure that we owe our $12,000 a year saving," Mr. Pfeiffer said.

The DeVilbiss system, engineered by Ditto, Inc., systems specialists, works this way:

When the field order comes in, it goes to the customer control file where visible index drawers house control cards and pockets for 10,000 active customers. In the pocket of each card is a supply of spirit duplicated slips giving the customer's name and address. Information in these slips also includes credit rating; discounts, salesmen's, dealers' and distributors' numbers and codes; and special instructions. The 5″ x 8″ slips are duplicated from a master also kept in the pocket. By attaching a slip to a customer's order, every clerk along the line is advised how to handle the order.

With the control slip attached, the field order goes to the typists who use electric typewriters to head up the masters with customer's name, order number, date, company code and salesman's code. This is faster than having the specialist write these items in longhand, and also produces better-appearing headings.

At the write-up desks, the specialists use ballpoint pens to fill in the ordered items on the masters. There are six write-up desks for regular customer orders and branch shipments. "In entering the items, prices and discounts, the specialists group and re-write items by discount classes to simplify discount calculating later" Mr. Pfeifler said.

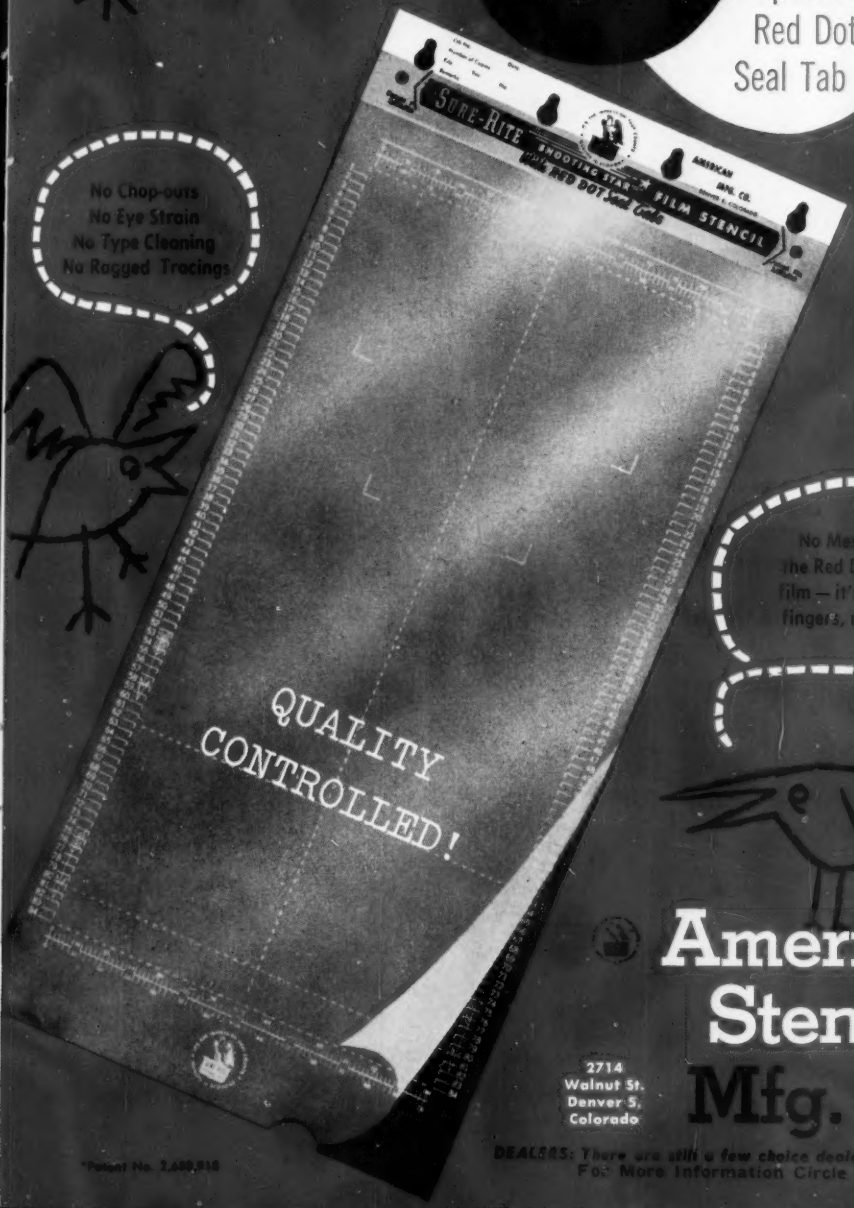
Next, the order masters are coded for sales analysis and commodity classification. Once entered on the master, the code is reproduced on both order and invoice copies when they are duplicated. The order is then checked for credit approval, and finally four checkers review the master in every detail.

Order sets are duplicated on two Ditto D-45 Direct Process duplicators. Each

Modesty is for the birds — when it comes to crowing about . . .

. . . the convenience of Sure-Rite Film Stencil with the patented* Red Dot Seal Tab

No Chop-outs
No Eye Strain
No Type Cleaning
No Ragged Tracings



No Mess—just press the Red Dot* to seal the film — it's fast, no sticky fingers, no gummy files.

American Stencil Mfg. Co.

2714 Walnut St.
Denver 5,
Colorado

*Patent No. 2,680,818

DEALERS: There are still a few choice dealerships available
For More Information Circle No. 124

need

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MANPOWER, INC.

FOR

TYPISTS • STENOS
GENERAL OFFICE WORKERS

Our employees will work in your office or ours for any length of time from 4 hours, to a day, a week or longer at low hourly rates.

Call the Manpower, Inc. office in your city — operator B — for fast, economical service!

We are not an employment agency.

manpower, inc.

THE RECOGNIZED LEADER IN THE TEMPORARY HELP FIELD

OVER 65 offices Coast-to-Coast

MANPOWER INC. OFFICES ARE LOCATED IN:

Allentown	Detroit	New Orleans	Providence	South Bend
Atlanta	Evanston	New York	Racine	Springfield
Baltimore	Hammond	Niagara Falls	Rochester	Syracuse
Boston	Houston	Oakland	St. Louis	Tacoma
Buffalo	Indianapolis	Oklahoma City	St. Paul	Tampa
Chicago	Jersey City	Omaha	Salt Lake City	Toledo
Cincinnati	Los Angeles	Patterson	San Diego	Waterbury
Cleveland	Milwaukee	Philadelphia	San Francisco	London, England
Columbus	Minneapolis	Phoenix	San Jose	Paris, France
Denver	Newark	Pittsburgh	Seattle	Havana, Cuba
Des Moines	New Haven	Portland	Sherman Oaks	Johannesburg, S.A.

For More Information Circle No. 114

is a seated posture model and turns out 100 sets per hour. The seven-part order set consists of acknowledgement, order-service copy, follow-up copy, statistical copy for orders received, shipping copy, packing slip and extra copy. After these are run, the master is filed in the alphabetic sorters which serve as suspense files until the order is shipped. From 3,500 to 4,000 masters are held in the files. All other copies of the order set are distributed.

When shipment is made, shipping data are entered on the shipping order which is returned to the office. The master is removed from the suspense file and items shipped are extended and amounts entered with a ballpoint pen. None of the information originally written on the master is re-written. The duplicator operator then duplicates a seven-part set of invoice copies, including original, duplicate, bookkeeping, commission, accounts receivable, salesman's notice of shipment and file pricing.

"Backorders are a comparative minor factor," the DeVilbiss office manager said. "They approximate 5% of the number of orders entered, or about 30 backorders and billings a day." If a backorder is indicated, the typist types another master showing only the backordered items. This is checked and treated as a new order. Back order billing labor with the new system is reduced 50%.

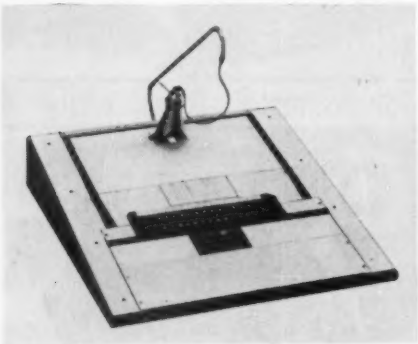
Mr. Pfeiffer reports that the entire cost of operating the system (including duplicator labor, depreciation, maintenance, supplies and order invoice sets) amounts to only 16 cents per order. "Total cost of ownership, maintenance and supplies of the two duplicators is really less than the depreciation and maintenance alone of the 16 billing machines formerly used," he said. With fewer human operations, the company finds fewer errors than with the old method. The new system also simplifies the filing problem, saving both space and labor.

For More Information Circle No. 259

New Products

TYPE COMPOSING MACHINE

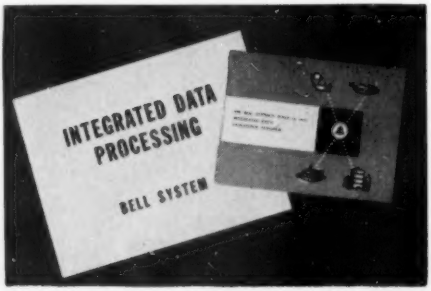
Mergenthaler Linotype Co. and Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., are exclusive distributors of low cost ProType machines for photographically setting display type and headlines. The machine uses special sensitized paper and film, and exposure and development can be done under ordinary room lighting. Operator exposes one character at a time at the average rate of two words a minute on any size paper up to



12″ x 17″. The working surface is backlighted to aid production of layouts, setting curves, angles, etc. A variety of 10,000 type faces and sizes is available, from 6 pt. to 90 pt. in some faces and 18-90 pt. in all faces. Machine is 23½″ square, weighs 20 lbs., plugs into any AC outlet. Type can be letterspaced, justified or mixed as desired for special effects. Sharp type reproduction is available on film, glossy or standard surface paper, supplied in rolls of different widths and lengths. An optional dryer and small combination finishing tank fit on a desk or table alongside the machine. No darkroom required. The ProType costs $300 and type fonts cost from $10.80 to $22.70. **For More Information Circle No. 329.**

AUTOMATION DATA

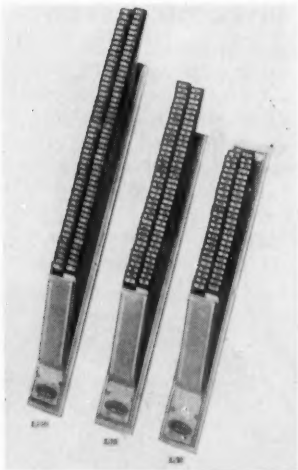
American Telephone & Telegraph Co., 32 Ave. of the Americas, New York 13, N. Y., have published two booklets containing useful reference information on integrated data processing. Typical systems are diagrammed, illustrated and described. These include hook-ups of sales



office, plant, warehouse, accounting department, tabulating department, relay center, etc. The text is brief and to the point, covering the machines, forms and tapes used. In fact, it's about the most compact explanation of IDP, its advantages and how it works, that one could ask for. For free copies of these booklets, **Circle No. 367.**

DESK SORTERS

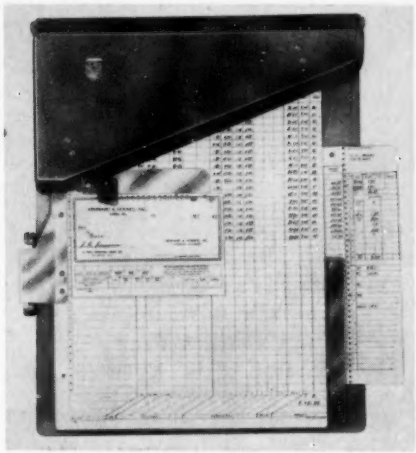
Amberg File & Index Co., 1637 Duane Blvd., Kankakee, Ill., has added several larger model Desk Sorters to their line, according to the latest catalog 155. New models are available with 50, 75 and 100 dividers in two types: for letters, and for cards and checks. Desk Sorters are used



for sorting papers in preparation for filing, posting, checks reconciliation, mailing, distributing, gathering, and other office procedures. **For More Information Circle No. 321.**

PAYROLL SYSTEM

McBee Co., Div. of Royal McBee Corp., Athens, Ohio, makes the Tab Poster for payroll writing. The check is mounted on a movable carriage which responds to a pushbutton. In original position, the name may be written on the check with registration on the journal. This step is eliminated if addressing equipment is used to prepare checks and journal. The first movement of the check carriage collates check, journal and individual earnings record for entry of hours and gross earnings. Another push of the button aligns all forms to receive deductions and net pay. Checks are smaller and more attractive. Standard forms, personalized to individual use, are available at considerable savings with quick delivery. The Tab Poster offers precise, quick mechanical register of all postings to all records. Entries are always made in a fixed uniform position in the middle of the Poster. Batch loading of earnings records is possible. The Tab Poster has a Formica base; forest green tabulator in metal, with matching carbon shield. Other hardware is polished metal. Actuating buttons are red plastic. **For More Information Circle No. 347.**



PHOTOCOPIER

Peerless Photo Products, Inc., Shoreham, L. I., N. Y., now makes their Dri-Stat photocopy machines with Auto Feed,

an automatic paper feed. Any operator will find it easier and faster to make good photocopies every time since she only has to feed the negative and posi-

tive sheets into the entrance of the processing unit where they are gripped by two pairs of moving feed rollers. Since the two sheets cannot slip out of register, transfer of the complete image from the negative to the positive sheet is guaranteed. The speed of paper travel through the processing unit cannot vary. Paper travels at the exact rate which has been determined to be correct for thorough wetting, complete development and uniform transfer of the image. The operator does not have to concentrate on keeping the sheets aligned and moving uniformly at the correct speed. A skillful operator can speed her work and make more copies in any given length of time. She can feed the next pair of sheets into the processor as soon as the first pair has cleared the entrance rollers, and expose the next print while the machine is processing the first. Paper waste is markedly reduced and can be virtually eliminated. With the broad latitude of exposure of Peerless Dri-Stat Bright-Light papers, the precise and unvarying control which Peerless machines give over the amount of light used in the exposure unit and the automatic paper feed in the processing unit, it is practically impossible to get an unsatisfactory copy on the first attempt. Mechanically controlled development over the entire sheet makes exposure settings less critical. This simplifies training of new operators and makes the photocopier a universal office machine. **For More Information Circle No. 358.**

INSURANCE INFORMATION

Mutual Life Insurance Co. of New York, Broadway at 55th, New York 19, N. Y., is publishing a quarterly magazine, "Mony Topics," in response to policyholder requests for more information about the company, its personal insurance and related subjects. Articles range from regular features on safety tips to definitions of commonly used insurance terms. For a free copy of the current issue, **Circle No. 363.**

INTERCOM SYSTEM

Kellogg Switchboard & Supply Co., 79 W. Monroe St., Chicago 3, Ill., makes the Kellogg Push-Button Intercommunications 6-PB System which allows direct connections between all telephones in the system and individual ringing for each station. It also provides conference facilities enabling an executive or factory manager to hold meetings without anyone leaving his desk. Because the

Kellogg 6-PB is an inside telephone system, no switching equipment is required. The system is completely independent of the city phone system and relieves the city phone switchboard of inside calls. A choice of desk or wall instruments is available as well as an optional system which includes facilities for voice signal paging. The Kellogg 6-PB Telephone System is low in cost, simple to install and built to provide years of trouble-free service with little or no maintenance required. **For More Information Circle No. 346.**

BLUEPRINT FILE

Accoway Div., Acco Products, Inc., Ogdensburg, N. Y., makes the Accoway System for filing large sheets, blueprints, drawings, maps, plans, etc. The system

consists of three parts: (1) a sheetholder to which the sheets are fastened with Acco fasteners; (2) a swinging hanger arm supported with a steel hinge pin in (3) a steel channel which may be mounted on any surface such as walls, desks, in safes or vaults, exposed studs in construction shacks, etc. Sheets to be filed are punched with an Accoway 40A punch and the sheetholder, with sheets attached, is slid on the hanger arm. The filed material is kept flat without curling or dogearing and it is easy to keep related prints together. 500 blueprints can be filed with Accoway equipment retailing for as little as $49.95. **For More Information Circle No. 348.**

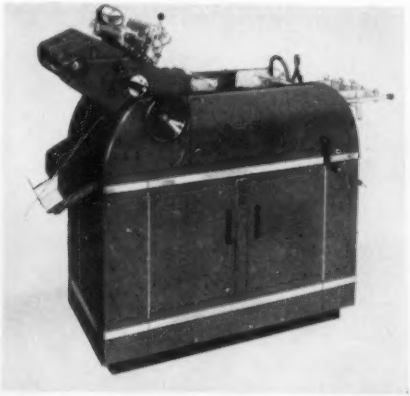
ACCOUNTING MACHINE

Underwood Corp., 1 Park Ave., New York 16, N. Y., makes the Model E Underwood Sundstrand accounting machine designed to bring big machine features to business organizations at low cost. Providing a choice of three simplified methods for billing accounts receivable, it fits smoothly into existing bookkeeping systems and does not necessitate extensive changes in established procedures.

The machine can be set to provide either an original ledger and original statement with proof tape; a collated statement and ledger with proof tape; or a collated statement and ledger with journal distribution. All essential accounting records are produced automatically with any of these three variations. Among the features of the Model E are its high speed natural sequence 10-key keyboard, direct subtraction, automatic balances and totals, adjustable front feed form chutes and new rear lateral form guides, adjustable horizontally for different width forms to insure fast, positive form insertion and alignment. The machine's "mechanical brain" enables the unit to handle such accounting functions as payroll, accounts payable, inventory and others, advantageous where one machine is called upon to handle several different applications. The machine is finished in tantone shades with a multi-colored keyboard. An all tubular steel stand has two drop shelves. **For More Information Circle No. 332.**

OFFSET DUPLICATOR

Addressograph-Multigraph Corp., 1200 Babbitt Road, Cleveland 17, Ohio, makes the Class 1250 Series Multilith Process Duplicator which has 35 refinements and



new attachments. An automatic blanket cleaner completely removes the image from the blanket in less than five seconds. Hand cleaning of the blanket is completely eliminated. An automatic Platex applicator provides controlled automatic moistening of the master. An automatic master clamp cylinder (automatically opened and closed) provides an extremely fast means of attaching

straight edge Multilith masters. These attachments permit greater speeds in systems and general duplicating operations. A duplicating cycle of 20 seconds, for example, for the production of 10 to 15 copies from a master, is now common in many field installations. Daily production as high as 800 to 900 masters per day, with less operator fatigue and improved performance, has been reported. Heavier, wider gears, full 11" sheet capacity, positive vertical positioning adjustment, extra grippers, no tools required for paper guide adjustments, fast, accurate feeder control, horizontal close register adjustment, easy-to-reach controls, fast change conveyor guides, easy adjustment to different size paper, new style ejector mechanism and extra stop fingers are other features. Optional features can be incorporated to provide a combination exactly suited to requirements. In addition to the Class 1250 Series, Models 80, 81, 750, 1260, 1275 and 2066 are also available to cover widely varying requirements. **For More Information Circle No. 366.**

PEAKLOAD SERVICE

Statistical Tabulating Co., with headquarters at 53 W. Jackson Blvd., Chicago 4, Ill., offers a special "shock absorber"

service to business firms faced with peakload jobs such as inventories, sales analysis, price and wage adjustments or marketing studies. Designed to permit businesses to operate during peak periods without increasing personnel or overhead costs, the service offers up to 6,000 hours of calculating work in one day, and complete 3500-hour inventory job in two days. Statistical, which operates the world's largest independent tabulating service with offices in New York, Chicago, St. Louis, Newark and Cleveland, has organized the new service to act as an extension of the client's own department. Source data and punched cards are processed either in the client's own office or on IBM machines in Statistical's own department. The service operates on a 24-hour basis with a staff trained to handle emergency and spot notice assignments. It will also be available to firms where having their own electro-mechanical installation may not be feasible, as well as firms that have their electronic equipment geared for special applications. **For More Information Circle No. 325.**

DIAZO BOOKLET

Technifax Corp., 195 Appleton St., Holyoke, Mass., has published a booklet, "Technology of the Diazotype Processes," containing a concise, non-technical explanation of the ammonia-developing and moist-developing diazo (whiteprint) processes. The booklet covers the history of the processes, explains their chemical basis and special characteristics, discusses papers and other carrying media, and describes sensitization techniques. For a free copy, **Circle No. 370.**

COIN CHANGER

Metal Products Engineering Inc., Dept. O, 4000 Long Beach Ave., Los Angeles 58, Calif., makes the Coin-Master with only 19 keys. It will deliver any change combination automatically—even split change—by pressing just two keys. This simplified keyboard reduces errors and saves time. The Coin-Master is available with roll-out or tilt cup hand delivery which may be placed on the right or left side of the machine, so teller can use it on either side of the counter. Coin

magazine can readily be removed or replaced, and can be loaded or unloaded quickly and easily, in or out of machine. When the last coin in a column is ejected, the Coin-Master locks automatically to avoid delivering short-change. Made of sturdy aluminum with a gray hammertone finish. The all-steel parts are completely rustproof. Four rubber feet protect counter surfaces. Fits under a standard 12" counter (11½" high, 12" wide, 9"

deep), yet it holds up to $100 in change. The colorful plastic keys are arranged for accuracy and speed. Ten white keys for making change from one through ten cents, eight aqua keys for making change from 20 through 90 cents, and a red 25-cent key. Each key is marked with a permanent metal foil tab with large, easy-to-read numbers. The MP-Coin-Master is priced at $245, delivered (plus fed. tax). **For More Information Circle No. 335.**

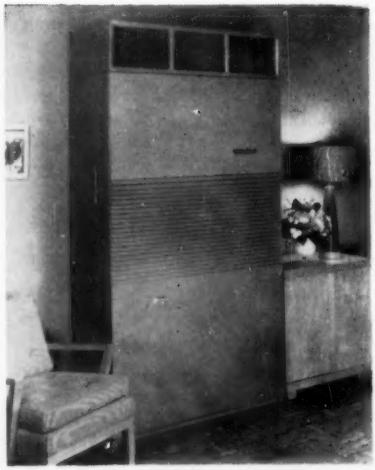
PRIVATE WATERMARKS

Guaranty Paper Corp., 1234-D Terminal Tower, Cleveland 13, Ohio, produces watermarks, a traditional hallmark of quality, prestige and distinction, without expensive artwork or plates, dies or special dandy roll costing hundreds of dollars and taking weeks to make. Conventional procedure also requires several tons of paper to be made at one time. Through Guaranty's high-speed process of watermarking any name, design or trademark on a dry sheet of paper either before or after it has been printed, cost has been reduced to less than ¾c per sheet in 1M quantities and as little as ½c per sheet per M in larger quantities. Delivery can be made within a few days of receipt of a printer's order by Guaranty. In addition to letterheads, business cards, personal stationery, billheads, contracts and other forms, the process is also used for watermarking checks by

Fidelity Check Corp., an affiliate of Guaranty. Lending protection against fraud, as well as prestige, Fidelity recently introduced its Four Square check with space for all endorsements on the face. Checks may have a pictorial background which the user can select, such as a picture of his place of business, the symbol for his profession or position, a scenic view of the neighboring countryside, etc. A nationwide network of 30 watermarking plants is being established by Guaranty Paper Corp. to service its franchised printers in New York, Chicago, Los Angeles, Philadelphia, Detroit and other major metropolitan centers. **For More Information Circle No. 337.**

SAFE-LABEL MANUAL

Mosler Safe Co., 320 Fifth Ave., New York 1, N. Y., have published a revised edition of their 16-page Insurance Manual of Safe Classifications which explains the meaning of the different labels applied by manufacturers to fire and burglary resistive equipment. It shows, in dollars and cents, the substantial insurance premium savings earned by modern equipment under the new, increased premium rate base. Also shown are basic types of unlabeled and obsolete safes still in use. Facts and figures on every label are provided together with risk classifications and discount regulations. For a free copy of this manual, **Circle No. 376.**



AIR CONDITIONERS

Airtemp Div., Chrysler Corp., 1600 Webster St., Dayton 1, Ohio, emphasizes Forward Look styling in the entire Airtemp 1956 line of waterless and water-cooled packaged air conditioners. Finished in neutral spatter gray enamel, Airtemp conditioners are available from 2 hp to 30 hp. The entire refrigeration system is warranted for five full years against failure in operation due to any manufacturing defect. The warranty

SOF'TONE ACOUSTICAL CABINETS
FOR ALL NOISY OFFICE MACHINES

KILLS OFFICE MACHINE NOISE AT ITS SOURCE!

Loss of hearing . . . from NOISE

Loss of hearing from noise made by office machines is happening. 45 States now recognize loss of hearing from noise as compensable. Many law-suits are in the Courts. It's a serious matter.

STOP this cause by using SOF'TONE ACOUSTINETS. They absorb harmful metallic noise vibrations before they affect the operator.

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Results guaranteed—Or You Do Not Pay!

Write for details. Give machines, makes, models you use and measurements.

Gates CO.

ACOUSTINET

302 AMERICAN STANDARD BUILDING
BUFFALO 7, NEW YORK

For More Information Circle No. 149

NEW BDC SPIRIT DUPLICATOR

$134.50 + FET
COUNTER $10.00 EXTRA

AUTOMATIC FEED

GRAVITY FLUID SYSTEM

ROLLER MOISTENING

PERFECT REGISTRATION

AUTOMATIC MASTER CLAMP

PRESSURE CONTROL

BALL BEARINGS THROUGHOUT

GUARANTEED 1 YEAR

Look at today's best buy in spirit duplicators! The new BDC brings you every important feature — including an automatic feed—for less than you would expect to pay for hand fed equipment.

Cam operated, the new BDC Spirit Duplicator will give years of service-free performance. Compare the superb design by Burton Tysinger, check the outstanding technical features, and write for complete information today. Bohn Duplicator Corp., 444 4th Avenue, New York 16, New York.

For More Information Circle No. 260

Multilith and Davidson Users!

MAKE PLATES FASTER.. GET LONGER QUALITY RUNS

Make your own plates quickly and economically! Completely enclosed lamp and printer combination produces presensitized plates in ⅓ the usual time. Ideal for firms with their own Multilith, Davidson or various other reproduction equipment.

Two new Rapid Printer models come with Automatic Arc Control which assures uniform light intensity and color temperature. You get sharp line definition and perfect halftone dot structure.

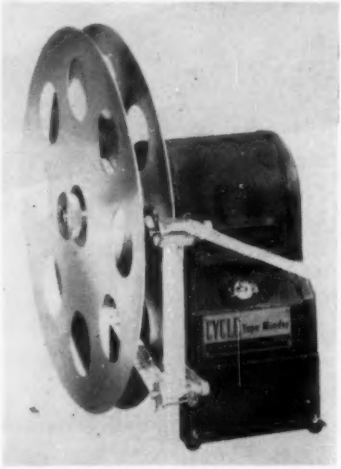
The Rapid Printer is low in original cost, low in maintenance cost and requires no special installation. Write today for Bulletin No. 230A-O.

nuArc Company, Inc.
824 S. Western Ave., Chicago 12, Ill.
Eastern Sales and Service:
215 Fourth Ave., New York 3, New York
For More Information Circle No. 148

includes compressor, condenser, evaporator, expansion valve, shut-off valves, flexible connections and fusible union or relief valve. For the five years, the company will replace any part found to be defective and in doing so will also provide both freight and labor allowance. **For More Information Circle No. 330.**

TAPE WINDER

Cycle Equipment Co., 420 Market St., San Francisco 11, Calif., makes the Universal Model Tape-Minder for a variety of tape-producing equipment. Teletype, ticker, automatic typewriter, accounting, computer. Three sizes of interchangeable winding reels are available, making the machine useful for changing requirements. Reels are quick-threading, in-



stantly removed or replaced and available with either large cores for re-transmitting (unwinding) or small cores for filing. An operating arm coupled to a long-interval on-off switch provides delayed-action winding which operates the fan-cooled motor only one-sixth of the total operating time. This operating arm is built integral to a clutch release mechanism which permits an operator to spin the reels for back reference. A spring-latch, built into the clutch release, allows fixing the arm in a down position

Try it
and FEEL the
difference!

Not until you've felt your fingers race across the key board of a Johnston can you know what ease of operation means in adding machines. For the first time **all keys**—both feature and numeric—respond to **exactly the same** light finger touch. Try it...and FEEL the difference!

sold
and
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exclusively
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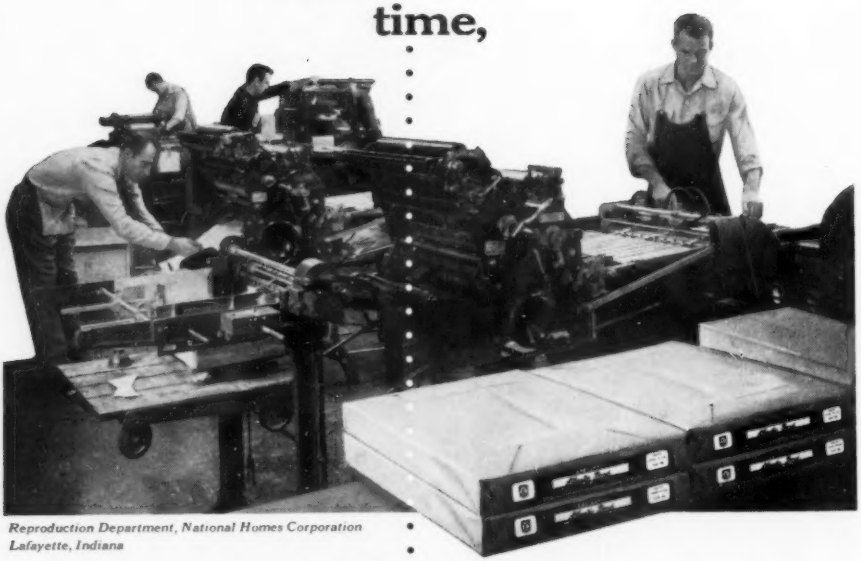
office
machine
dealers

Johnston
ADDING MACHINE CO.

13343 SHERMAN WAY
NORTH HOLLYWOOD, CALIFORNIA

For More Information Circle No. 263

when it must be on time,



Reproduction Department, National Homes Corporation
Lafayette, Indiana

it should be on

Atlantic Bond!

When there's a deadline that must be met, you can always count on ATLANTIC BOND! Here's why:

ATLANTIC BOND, the genuinely watermarked, #1 Sulphite Bond, which is first in its field for sales, is first in "runability"! ATLANTIC BOND'S "just-right" bulk and rigidity mean smoother running always. And ATLANTIC BOND is moisture-controlled for dimensional stability...assuring more accurate register on every run—no wasted time and effort on re-runs.

ATLANTIC BOND is first in *performance*, too. It's a better-formed, better-looking paper—impressions "take" better...look sharper, clearer. Next time the job calls for *speed*—and must still be first in *quality*—it's good business to make ATLANTIC BOND a "must"!

EASTERN
Atlantic E Manifest
EXCELLENCE IN FINE PAPERS

Atlantic Papers

PRODUCTS OF EASTERN CORPORATION, BANGOR, MAINE • MANUFACTURERS OF QUALITY PAPER AND PULP •
MILLS AT BANGOR AND LINCOLN, MAINE • SALES OFFICES: NEW YORK, BOSTON, PHILADELPHIA, CHICAGO AND ATLANTA

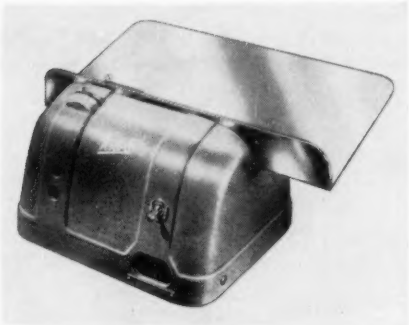
ATLANTIC BOND
ATLANTIC DUPLICATOR
ATLANTIC MIMEO
ATLANTIC OFFSET
MANIFEST BOND

For More Information Circle No. 121

to free both hands for tape inspection. Other features include: positive mechanical drive controlled by a clutch-release, rugged trouble and service-free construction. Tape can be fed from above or below, right or left side, front or back, underneath or even at right angles to the reel. The Tape-Minder is ideally suited to tough positions and confined spaces. **For More Information Circle No. 322.**

ELECTRIC LETTER OPENER

Standard Stationery Supply Co., 1020 S. Wabash Ave., Chicago 5, Ill., offers the Posto-E electric letter opener which requires only 6" x 8" of desk space. Anyone can use the machine with little or no instruction. Letters of all sizes and thicknesses are quickly opened without sorting or adjusting the machine.



Letters are slit open without cutting any waste strip. The cutting knife is self-sharpening and the entire precision unit built for heavy duty use. The Posto-E is $99.50 plus excise tax so that even small offices can now have the advantage and savings of automatic letter opening. Dealerships are available. **For More Information Circle No. 377.**

TAPE POCKET ON FORMS

American Lithofold Corp., 500 Bittner St., St. Louis 15, Mo., offers users of automatic data processing systems a built-in tape pocket on any copy of Lith-

FAST • SAFE PORTABLE!

Add filing space by destroying cancelled checks, ledger sheets, time cards, W2's, pay vouchers, and obsolete papers—in your own office! The new "SILVER EXECUTIVE AUTOMATIC" Paper Shredder is the only automatic feed machine . . . shreds papers into unreadable 1/4" strips, in just a few seconds! The machine is an attractive, typewriter-size, portable desk model, with full 1/2 HP motor. Completely safe, and easy to operate. Many other sizes available, too.

Ten-Day Trial on any shredder.
Write today for literature.

INDUSTRIAL SHREDDER
And Cutter Company
103 MILL ST. • SALEM, OHIO
For More Information Circle No. 210

How To Get Things Done Better And Faster

BOARDMASTER VISUAL CONTROL

- ☆ Gives Graphic Picture—Saves Time, Saves Money, Prevents Errors
- ☆ Simple to operate — Type or Write on Cards, Snap in Grooves
- ☆ Ideal for Production, Traffic, Inventory, Scheduling, Sales, Etc.
- ☆ Made of Metal Compact and Attractive. Over 60,000 in Use.

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GRAPHIC SYSTEMS

55 West 42nd Street • New York 36, N. Y.

For More Information Circle No. 176

For More Information Circle No. 177

oset units or Lithostrip continuous forms, to permit the tape to travel with the form. The pocket form safeguards the punched paper tape produced on machines such as Flexowriters, teletypewriters, calculators, etc., and makes it immediately available for feeding into other compatible equipment. It eliminates mix-ups and loss or damage to the tape which might occur if it is simply clipped to the form or filed loose. Tapes can be folded, inserted into the pocket and later removed by the typist, eliminating loss of or damage to tape, or valuable time consumed locating it in files. Pocket can be made any depth to accommodate punched cards as well as tape. **For More Information Circle No. 350.**

ASH TRAY

Smo-King Products, Dept. X-2, 111 Pioneer St., Brooklyn 31, N. Y., makes the Smo-King No. 1955, an 8" clear amber glass ash tray with graceful carrying handle, heavily weighted 10" base, and

overall height of 26". Finished in lasting chromium or bronze electroplated, heavy gauge steel. A sturdy, attractive ash tray for homes, offices, hotels, showrooms, stores, lobbies. Priced $3.85 each for 12 or more units. **For More Information Circle No. 324.**

Remington Rand dual-purpose plastiplate goes to work for xerography

Haloid Company's complete No. 1 xerography unit

Put the magic of plastic into action when you use xerography. These dual-purpose Plastiplates give you an exceptionally receptive plate surface—so important in xerography—and *they double for conventional direct image work*. You get all the features that Plastiplates are famous for—darker, crisper copies, longer runs, cleaner press operation. What's more, you can easily erase unwanted images after fusing.

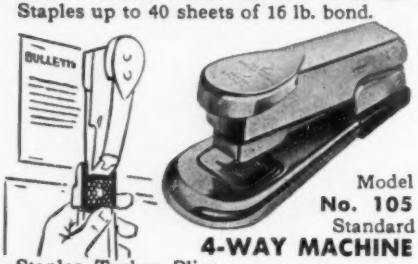
Try Plastiplates *free* in your xerography equipment. Write to Remington Rand, Room 1210, 315 Fourth Avenue, New York 10, New York.

Remington Rand DIVISION OF SPERRY RAND CORPORATION

For More Information Circle No. 106

ARROW GIVES YOU
ALL-AROUND STAPLING PERFORMANCE IN THE OFFICE

Model
No. 202
Standard
HEAVY DUTY PRODUCTION STAPLER
Staples up to 40 sheets of 16 lb. bond.



Model
No. 105
Standard
4-WAY MACHINE
Stapler, Tacker, Plier,
Temporary-Permanent Stitch.

Model **No. P-98**
PLIER TYPE HAND STAPLER
Compact, portable for stapling papers at files and other hard-to-reach places.

FILL IN AND MAIL COUPON

Arrow Fastener Company, Inc., Dept. O
One Junius Street, Brooklyn 12, N. Y.
Please send literature on your office staplers
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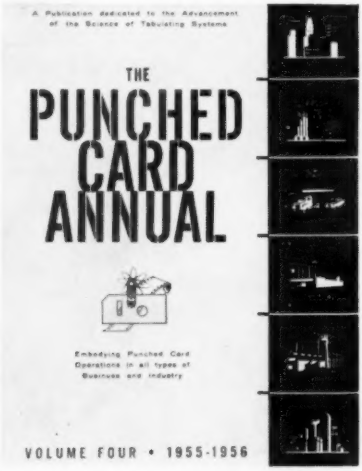
COMPANY.....
ADDRESS.....
CITY.....ZONE.....STATE.....

For More Information Circle No. 158

PUNCHED CARD DATA

Punched Card Publishing Co., 502 Maccabees Bldg., Detroit 2, Mich., announces publication of Volume 4 of "The Punched Card Annual." Each year, D. A. Talucci, its editor, collects the latest material on machine accounting developments and crowds it into 200 large illustrated pages. There are over 50 articles describing punched card systems in com-



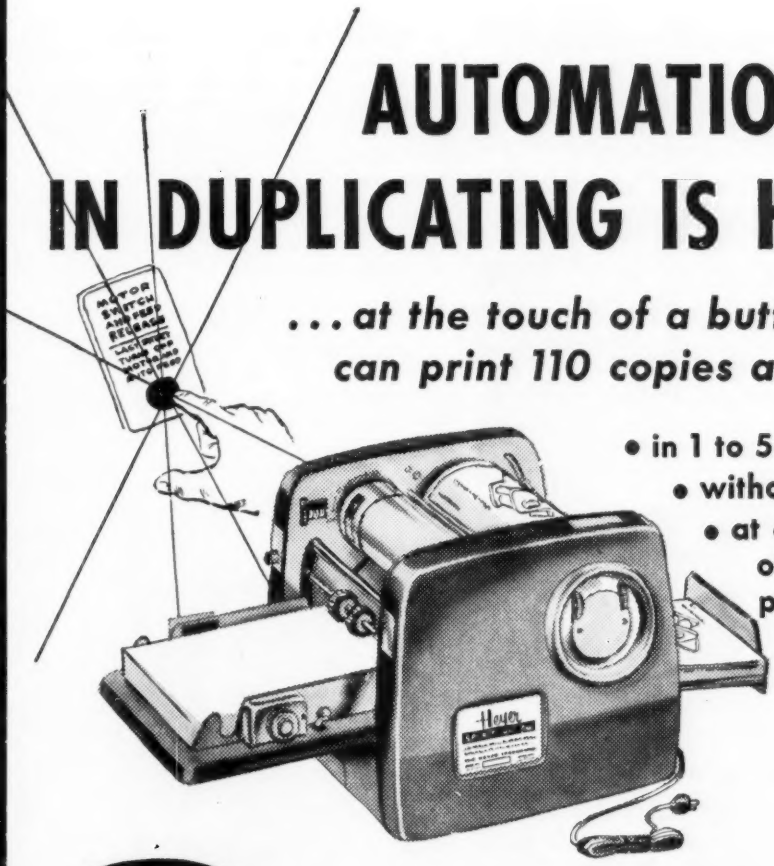
panies of every type. New equipment, accessories and supplies are pictured and described. Numerous "hints" tell how to simplify specific jobs. A Machine Accounting Forecaster lists applications commonly used or contemplated in different types of businesses so the reader can compare his company's applications with those elsewhere. The foreword lists outstanding features of previous volumes which are still available to provide a library of practical information. **For More Information Circle No. 375.**

LETTERER RENTAL PLAN

Filmotype, 60 W. Superior St., Chicago 10, Ill., offers a booklet about their Pays-for-Itself Plan, designed for duplicating departments, printers, art studios, typesetters, advertising agencies, newspapers, package designers, house organs,

AUTOMATION IN DUPLICATING IS HERE

. . . at the touch of a button you can print 110 copies a minute



- **in 1 to 5 colors**
- **without effort**
- **at a fraction of a cent per copy**

Heyer AUTOMATIC ELECTRIC SPIRIT DUPLICATOR

This sparkling new Spirit of '76 Conqueror Duplicator can do so much for you so quickly and at such low cost. Price lists, bulletins, form letters, menus—in fact, anything typed, written or drawn on the master . . . from postcard to 9 x 14 in. sheets . . . simply pour out of this ingenious new duplicator, without effort. A touch of the push button starts the motor and feed . . . and when the last sheet is fed it turns off automatically. Multiplies your thoughts and efforts a hundred-fold at very low cost.

Ask your Conqueror dealer to demonstrate the Model 76 or send for FREE booklet, "Duplicating Problems Conquered."

THE HEYER CORPORATION
1821 S. Kostner Avenue
Chicago 23, Illinois

For More Information Circle No. 197

ATLAS WAY

BEST FILING OFFSET PLATES STENCILS-NEGATIVES

ATLAS MODELS

Available in units for large and small plates, negatives, stencils etc. Capacities 50 to 1400.

A DeLuxe
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Portable
Twin DeLuxe
A Jumbo (illustrated)
B Jumbo
C Jumbo
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You have a wide choice of cabinets and hangers when you choose Atlas.

ATLAS HANGERS

Only Atlas Manufactures a Complete Line of Patented Regular and Nega-Plate Envelope Hangers in 11½", 14" and 22" widths.

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NEW ATLAS HANGERS	APRIL 1956

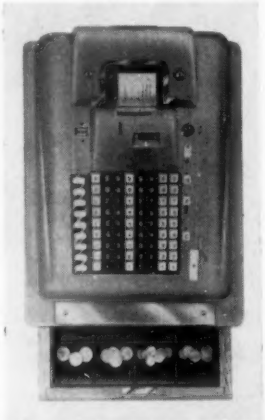
ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 143

silk screeners, television stations and other firms using display type and hand lettering. This low cost rental system makes it easy to use Filmotype in any office or plant without investment. Filmotype quickly produces over 1,000 styles and sizes of professional quality hand lettering and display type. More than 2,000 Filmotype machines are in use in the U. S. and Canada. For a free copy of this booklet, **Circle No. 357.**

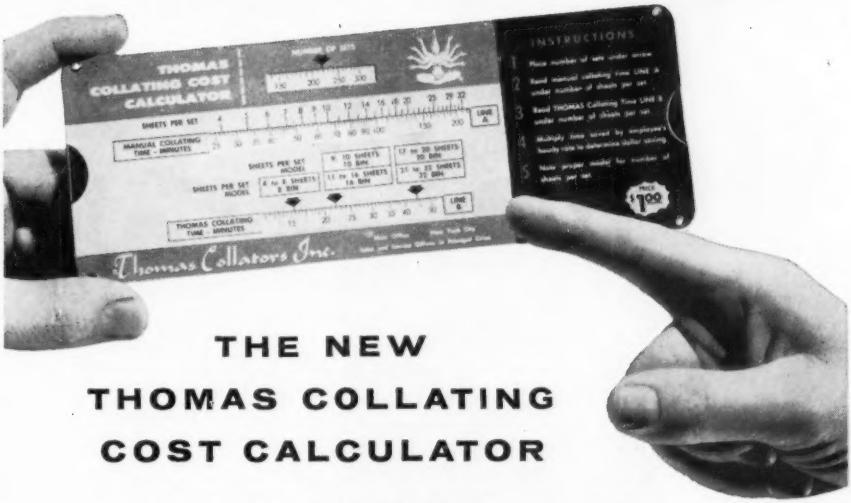
CASH REGISTER

Regna Cash Registers, Inc., 175 Fifth Ave., New York 10, N. Y., announces a low priced cash register which produces an itemized receipt for the customer. The unit also can be used as an adding machine and a simplified bookkeeping machine. The rugged mechanism is made in Norway by precision watchmakers of fine Swedish steel; exterior is of modern



design. As customer's receipt is dispensed, a record copy is made. The sale total and grand total are automatically recorded so that total receipts can be instantly checked at any time. When used as an adding machine, a non-add key prevents operations from affecting the grand total. Customer counter indicates daily traffic volume. Keys are designed for easy operation and are easy to read. **For More Information Circle No. 319.**

Yours FREE!



THE NEW THOMAS COLLATING COST CALCULATOR

Now schedule collating jobs and operating personnel with the highest possible efficiency!

Here's an easy, fast and accurate method to take the guess work out of any collating assignment. Now, for the first time, you can tell in a jiffy just how long it will take, how much it will cost, and what is the quickest and least expensive way to do the job.

Whether you do a lot of collating or just a little . . . whether you collate by hand or with a Thomas Collator, this new cost calculator is **sure** to be a **real** help! Fill out the coupon below and mail today for your **free** calculator. **No obligation, of course!**

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165 SALES & SERVICE OFFICES COAST-TO-COAST AND CANADA

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COMPANY _____

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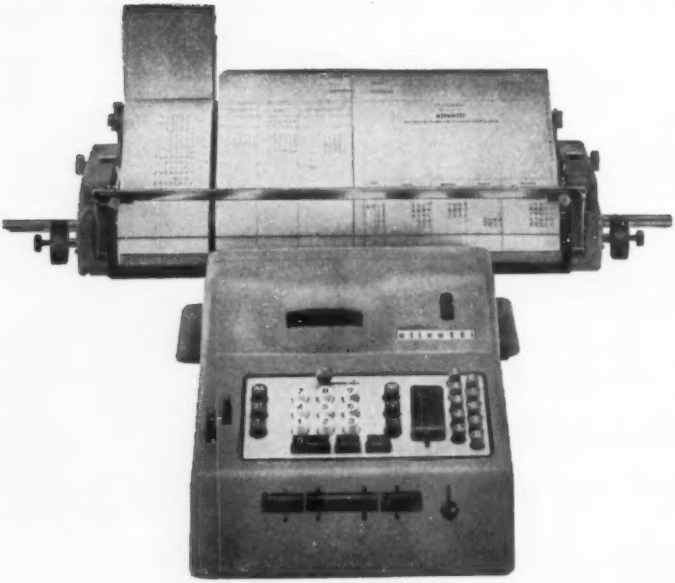
CITY _____ STATE _____

For More Information Circle No. 270



The Olivetti Automatic Carriage Printing Calculator calculates, prints desired figures on business-forms, moves to the proper columns—all automatically. Performs a series of selected operations; the series can be quickly changed; each individual operation can be varied in 173 ways. With platen split, it also prints on tape. Write Dept. HD, Olivetti Corporation of America, 580 Fifth Avenue, New York 36, New York.

For More Information Circle No. 225

DUPLICATING INK

Milo Harding Co., 500 S. Monterey Pass Road, Monterey Park, Calif., makes Tempo 7900 stencil duplicating ink which is not oil and is not water soluble. Although different, it has all the qualities of fine quick-drying inks. It allows using offset paper on a mimeograph duplicator

without slipsheeting. This will save in paper and allow copy to look more like printing. Tempo 7900 is a hard-set ink designed to produce more copies per pound of ink, and more copies per stencil. It is self-cleaning when copies are in a file folder or between other papers. Saves duplicator operator's time and speeds production. **For More Information Circle No. 355.**

PROGRAMMING SYSTEM

Remington Rand, Div. of Sperry Rand Corp., 315 Fourth Ave., New York 10, N. Y., offers an 8-page booklet describing a system for the automatic programming of Univac. Entitled "Automatic Routines for Commercial Installations," the publication centers attention on B-zero, a general purpose commercial compiler specifically designed for business rather than mathematical or engineering application. It describes the operation of the B-zero compiler in detail, emphasizing its use of ordinary English words instead of

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Fidelity Onion Skin

for our
Thin Letterheads, Copies,
Records and Forms
because it reduces
our Typing, Mailing
and Filing Expenses.

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ESLEECK
Manufacturing Company
Turners Falls, Mass.

For More Information Circle No. 195

MAC THE MAILMAN SAYS:

Speed Mailings, Save Money

EUREKA with

DUPLISNAP T.M.

Saves time! Saves money!

They're a snap to use!

- Duplisnaps are carbon interleaved. No carbons required! 33 perforated, gummed labels to a sheet. Each label (2 13/16" x 1") is large enough for a four line address.
- Saves hours of typing — 2, 3, 4, 5 or 6 labels can be typed in one operation.
- Labels typewriter-spaced for quick typing.
- Labels perfectly aligned. Once you co-arrange the top edge of a set with the aligning bar on typewriter no further adjusting needed.
- One quick "snap" removes carbons intact . . . no tedious and time-wasting hand separating is needed. No carbon smudges on labels!
- Each sheet in a set is numbered in sequence on bottom tab . . . simplifies sorting into groups which allows successive mailings to be sent out in an orderly sequence.

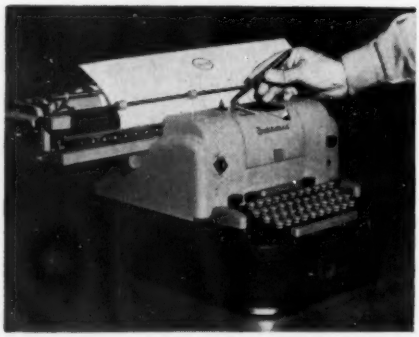
For complete details send for your free copy of "Speed Your Mailings" with free samples.

EUREKA SPECIALTY PRINTING CO.
518 ELECTRIC ST., SCRANTON 9, PA.
For More Information Circle No. 203

the three-digit and single-digit pseudo-codes used by the mathematician or engineer. For a copy of the booklet **Circle No. 344.**

DIGITAL TYPEWRITER

Fischer & Porter Co., Hatboro, Pa., makes the F & P Automatic Typewriter for automatic tabulation of digital information from a programmed source such as an electronic computer, tape punch, etc. The actuator base is added



to an electric typewriter but normal operation of the machine is not altered. Typewriter can be removed for maintenance and/or replacement. Regular typing and operational keys operate normally and additional keys with regular or special characters can be adapted. Designed to meet rugged conditions of industrial installations. Base is 12¾" wide, 15¾" deep and 12½" high. **For More Information Circle No. 368.**

SAFE & FILE CATALOG

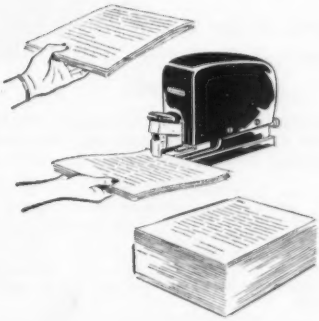
R. C. Allen Business Machines, Inc., 679 Front Ave., Grand Rapids 4, Mich., has published a catalog illustrating and describing the new R. C. Allen-Guardsman line and the R. C. Allen-Military line of safes and insulated files. This is a complete line of safes, chests, vault doors, bank equipment and insulated files available from a single source. Copies of the catalog and price list are available from above address or **Circle No. 349.**

NEWS

from BOSTITCH

Bostomatic staples over 100 pieces per minute

- Work-speeder and cost-cutter for every office with large batches of fastening work.
- Just insert the papers and Bostomatic clinches them electrically! Can penetrate up to 32 pages of 16-lb. mimeo paper without adjustment for thickness.
- Solidly built and weighted for stability. Full-size rubber base is quiet, sure-footed.
- Operates tirelessly on ordinary light circuit.
- Ask your Bostitch representative for a demonstration or write Bostitch, 362 Mechanic St., Westerly, R. I.



Fasten it better and faster with

BOSTITCH®
STAPLERS AND STAPLES

For More Information Circle No. 233

add A-U-T-O-M-A-T-I-O-N

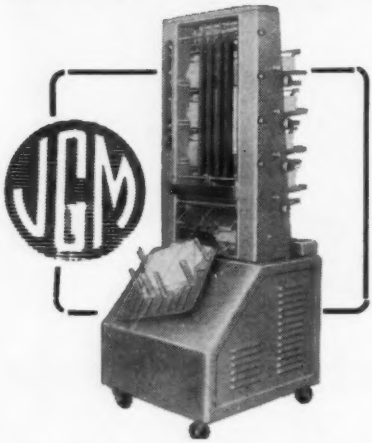
efficiency in your

COLLATING and GATHERING

with the

FULLY AUTOMATIC **JCM**

VERTICAL COLLATOR



Perfect for Fast, Accurate, Economical Collating and Gathering of:

BUSINESS FORMS, CATALOGS, BULLETINS, PRICE LISTS, HOUSE ORGANS, MANUALS, INSURANCE FORMS and every other collating job.

With the high-speed, fully automatic JCM VERTICAL, one operator working on a 4 part machine does the work of 6 to 10 girls working by hand. Handles any type of paper stock, in sizes up to 11" x 14". JCM Vertical Collators are made in multiples of 4 part units up to 24-stations, with automatic offset-pile delivery as standard equipment on all models.

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West Coast:
619 W. Washington St.
Los Angeles, Calif.

For More Information Circle No. 294

MOVABLE PARTITIONS

Irwin Casper, Inc., 401 Broadway, New York 13, N. Y., offers VMP Mobilwall Jr. partitions which are easy to assemble by regular company personnel. Units are interchangeable and office layouts can be rearranged whenever necessary. Installed without disturbing walls, floors or ceilings. No interference with heat-

ing or air conditioning; no anchoring or extra supports. Partitions come in heights of 42", 54" and 68"; in 13 widths, with panels of steel in gray or green baked enamel, clear or frosted glass, or plastic. Finish is chip-proof and peel-proof; can be scrubbed with soap and water. For illustrated literature containing full specifications, **Circle No. 369.**

DESK CALENDAR

Keith Clark Inc., 130 West 42nd St., New York, 36, N. Y., makes the Schedule-A-Date desk calendar for 1956. A new

base has a slanted surface to make the calendar pad easy to read and write on. Permanently attached tilting arches have no loose parts and facilitate changing the

that's what I call a price list!

It tells our customers exactly what they want and need to know about our products!

It's easy to read. It's business-like. It's out on time and it's inexpensive too.

Advances in MODERN duplicating let you have copies of price lists like this—or catalog sheets, office forms, bulletins and other material produced at high speed in your own office—produced in black and/or color on a wide variety of paper and card stocks in a range of sizes.

For full information about MODERN duplicating (all four major processes—mimeograph, offset, AZOGRAPH and spirit) call your A. B. Dick Company distributor. You will find him listed under Duplicating Machines in the classified section of your phone book. Or write A. B. Dick Company, 5700 West Touhy Avenue, Chicago 31, Illinois.

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THE FIRST NAME IN DUPLICATING

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For More Information Circle No. 232

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Here's what to look for—and how to find it!

A copying machine *should* do everything well. Use this 12-point test to find the machine that will meet your every office copying need with a minimum of effort.

1. Test for colored papers.
2. Test for fine details.
3. Test for two-sided material.
4. Test for opaque material.
5. Test for colored inks, pencil and crayon.
6. Test for spirit duplications.
7. Test for signatures.
8. Test for paper sizes.
9. Test for *all* inks, even non-carbon base.
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Only the Copease® photocopier scores 100% on this practical test. Use a singe dial setting for 95% of your work. Make 200-300 excellent copies without developer change.

TEST-RUN COPEASE FREE! NO OBLIGATION.
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COPEASE CORPORATION

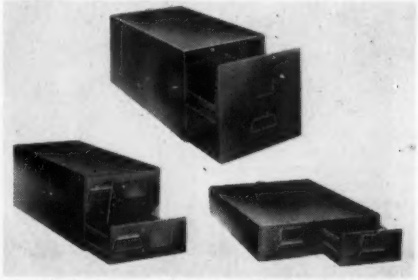
270 PARK AVENUE, NEW YORK 17, N. Y.

For More Information Circle No. 224

pad. Comes in brown or gray grained polished plastic. Seventy-two most commonly used future date periods are given for each day of the year, cutting time and mental effort required to translate periods of time into accurate and dependable future dates. Pad size is 3¾" x 6" with mounting holes on 2" centers. Both bases and refill pads are available. **For More Information Circle No. 365.**

TRANSFER FILES

Dolin Metal Products, Inc., 315 Lexington Ave., Brooklyn 16, N. Y., has added eight stock sizes to their G300 Nylon Glide steel transfer files. The complete range comprises 44 stock sizes in three different styles. The space-saving G300 series is designed with minimum outside dimensions, channeled drawer, nylon glide bearings for smooth, quiet drawer operation, duo-vision card holder enabling the use of either 2" x 3" or 3" x 5" cards and a drop handle permitting greater aisle widths. Six of the eight sizes are two drawer files. It is claimed that this low-cost series is ideal for low reference records. The companion series is the 500 series files, recom-

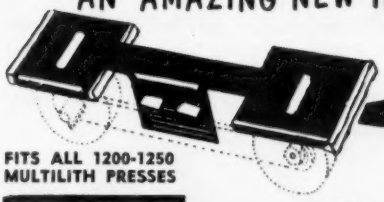


mended for a "front office" look, and the R400 series for behind the scenes records installations. **For More Information Circle No. 353.**

COLLATORS

Thomas Collators, Inc., Dept. B, 50 Church St., New York 7, N. Y., announces that a newly-designed rotating feed roll-

AN AMAZING NEW INVENTION to ELIMINATE all EJECTOR WHEEL STREAKS even over solid printed areas



FITS ALL 1200-1250 MULTILITH PRESSES

NO TOOLS REQUIRED!

SNAPS ON IN A JIFFY!

CUTS PAPER WASTE!

CUTS RUNNING WASTE!

COMPLETELY GUARANTEED!

Now, for the first time, you can do away with all printing streaks due to ejector wheels running over printed areas. This simple, but ingenious new STREAK ELIMINATOR is a necessity for every Multilith press. Simply insert wiper pad, squeeze on some cleaning fluid, and merely snap on STREAK ELIMINATOR to Ejector Wheels (as illustrated above). Multilith presses are now ready to run . . . free of Ejector Wheel Streaks. Besides the obvious savings in running time, you can DO AWAY WITH PAPER WASTE by printing on stock pre-cut to finish size. The EJECTOR WHEEL STREAK ELIMINATOR will pay for itself on the first few jobs you use it: UNCONDITIONALLY GUARANTEED.

THE EJECTOR WHEEL STREAK ELIMINATOR comes complete with a full year's supply of pads, plastic squeeze bottle, and a generous supply of STREAK ELIMINATOR FLUID. Additional wiper pads can be reordered through your authorized ROLL-O-GRAPHIC dealer.

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ROLL-O-GRAPHIC CORP. 133 PRINCE ST. N. Y. C.

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133 PRINCE ST., N.Y.C.
DEPT OF2
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Please enter my order for ..... sets of Ejector Wheel Streak Eliminators. I understand this unit is completely and unconditionally guaranteed.
NAME TITLE .....
CO. .....
ADDRESS .....
CITY .....STATE .....

For More Information Circle No. 151

"TWICE AS MANY RECORDS IN THE SAME SPACE"

with
the new
Visi-Shelf
FILING SYSTEM
Protected by U.S. Patents

Visi-Shelf Units are available with doors for maximum record protection; without doors where dust protection is not essential; or in a combination of both!

The problem of lack of filing space was solved in the above filing department with the installation of the Visi-Shelf Filing System. Filing capacity was *doubled* without adding an inch of floor space! Whether just one unit or a hundred, each Visi-Shelf unit saves space, time and money!

FILE SURVEY — FILING MANUAL
A survey of your filing area and a manual on Terminal Digit Filing is yours at no obligation. Send coupon below!

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Please send the following:
....File Survey Form
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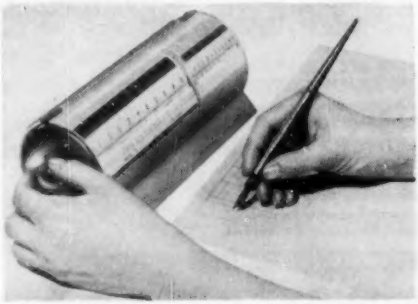
Name _____
Firm Name _____
Address _____
City _____ Zone ____ State _____

For More Information Circle No. 188

er, which permits increased paper capacity in each bin and assures more positive feeding action, is now standard equipment on all electric and mechanical Thomas Collators. Because of its compactness, this feed roller allows each bin to accommodate an average of 50% more paper. On some models this means a full ream of 16-lb. stock. By touching a foot button (pedal on mechanical models) the feeding mechanism is activated. The feed-roller locks on the forward motion, smoothly slipping the top page of each stack towards the operator who grasps, jogs and stacks the collated set. At the same time, operator touches the foot button which retracts the feed rollers which realign the sheets in the tray, unlock and rotate on the way back to the feeding position. The re-alignment prevents feeding doubles and the rotation prevents smeared copy. Feed rollers are part of the overall feeding mechanism which can be automatically adjusted to accommodate any sheet up to 20″ x 17″. **For More Information Circle No. 372.**

PAYROLL TAX COMPUTER

Ayres Corp., Box 1081, Wilmington, Calif., makes the Ayres Tax Computer with which a turn of the finger-tip dial gives direct readings of accurate F.I.C.A.



and withholding tax deductions, on a single line in the window. Speed of computation is increased by approximately 75%, no matter what the pay period: daily, weekly, bi-weekly, semi-monthly or monthly. Deductions for the number of dependents is also calculated at the

...to brighten her outlook,
heighten her output!

There's never been an adding machine like Clary to match the tempo of your busy office...and to match the color scheme of your modern furniture and equipment.

People in over 150,000 offices say Clary 10-Key or Full Key is the world's most enjoyable machine to operate. It lifts office morale and does wondrous things with numbers that only a Clary can do so well.

See new Clarys in blue, gray, green, beige and turquoise at your Clary dealer or Factory Branch Office. Look in your yellow pages today!

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BUSINESS MACHINES DIVISION
CLARY CORPORATION,
SAN GABRIEL, CALIFORNIA

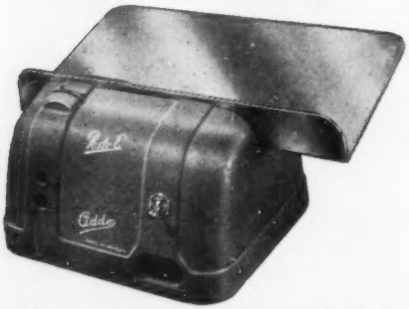
CREATOR OF MODERN ADDING MACHINES AND CASH REGISTERS FOR AMERICA AND THE WORLD

For More Information Circle No. 234

NEW!

POSTO-E

ELECTRIC LETTER OPENER



Here's an automatic Electric Letter Opener that every office can afford

NEVER BEFORE AT THIS LOW PRICE $99.50*

- **Compact—Occupies only 6" x 8" of desk space.**
- **A POSTO-E opener, will pay for itself even in small offices by saving letter opening time and speeding mail distribution.**
- **Handles any size or thickness of envelope without sorting or adjusting.**
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Precision built for years of heavy duty, trouble free service. (Fully guaranteed for 90 days)

*Plus Fed. Excise Tax

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Write for free 368 page catalog of office supplies, furniture, and equipment.

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For More Information Circle No. 146

same reading. To prevent obsolescence, the wage tax computer is designed so that new drum charts may be affixed within seconds. Drums carrying the computing tables are interchangeable for varying pay periods, each of which can be used in the same computer. Multi-colored dial for quick, easy reading and clear plastic drum holder. The Ayres Tax Computer sells for $14.95 including one drum. **For More Information Circle No. 327.**

ENVELOPE MOISTENER

Bernay Products Co., 412 S. Wells St., Chicago 7, Ill., offers dealers a Self-Selling Counter Display for their Moistix Envelope Moistener. The colorful stand-up display unit holds 12 moisteners in pastel decorator colors. Moistix Moisteners, featuring the "roll-on" principle, have clean, white break-proof porcelain

rollers to insure positive one-stroke moistening with an even flow of water. An improved feature is the transparent plastic tube which cannot break. A Moistix Moistener is excellent for moistening envelopes, stamps, labels, etc. It is designed to keep hands clean and dry and has no messy or sticky parts to clean. **For More Information Circle No. 360.**

INCREASE EFFICIENCY — AVOID FATIGUE

with

Bevco Ventilated Comfortable Chairs

that
SIT SOFT
SIT SAFE
SIT POSTURALLY CORRECT

12 Everlasting colors SARAN webbing woven of Firestone's famous VELON. Gives cushioned comfort with 100% circulation of air to let your body breathe. Will outwear any other upholstery.

See this Furniture: Office Management Assn. of Chicago, Conrad Hilton, Feb. 12-15

Nat'l Office Furn. Assn., Kiel Auditorium, St. Louis, March 3-5

Protected Dealerships Still Available.

POSTURE SWIVEL

6 easy adjustments to fit all body types. Extra wide seat.

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Tubular steel frames available in Satin or Polished scuff proof Chrome or Lacquered finishes on Bonderized steel: Grey, Mist Green, Bronze, Black, etc.

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Side Arm Chair

Beautiful
Enduring
Ventilated
Comfort
Outlasts the best.

TABLET ARMS
may be attached to either chair. BEVCO chairs are wall-savers.

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If You Are Not Sitting on a Bevco Chair
You Are Not as Comfortable as You Should Be.

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831 Chicago Avenue, Evanston, Illinois

1 Numbering Machine 10 Jobs go Faster . . .

FORCE 150

Automatic, all-purpose numbering machine speeds up dozens of everyday jobs in office or plant. (Provides consecutive, duplicate or repeat numbering.) See your dealer or let us send our catalog *"How to Select a Numbering Machine."*

Specify FORCE for the Finest

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For More Information Circle No. 156

TRY THIS EVANS GATHERING RACK 30 DAYS AT OUR EXPENSE

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1800 E. Grace St.
Richmond 23, Va.

Let me see for myself how one person can collate 3,500 pages per hour on a rack costing from $10 to $25 retail. No obligation.

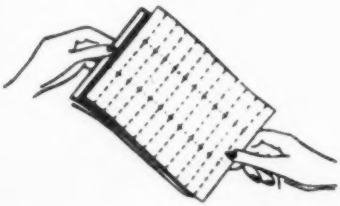
Name _____

Address _____

For More Information Circle No. 157

MULTIPLE ADDRESS LABELS

Eureka Specialty Printing Co., 518 Electric St., Scranton 9, Pa., makes Duplisnap carbon interleaved, perforated gummed labels for multiple typewriter addressing. Each label takes a four-line address and from two to six labels can be typed at one time. The 33 labels on each sheet are perfectly aligned for fast



handling in and out of the machine. One snap removes carbons after typing and labels remain clean. Each sheet is numbered to facilitate sorting labels into groups for subsequent mailings. Eureka also makes Dupliquik labels in sheets for use on spirit duplicators. For complete information, specifications, directions for use and free samples of the different type labels, **Circle No. 339.**

PHOTOCOPIER

Copycat Corp., 41 Union Sq. West, New York 3, N. Y., makes the Copycat Auto-

processor which uses reflex, Autopositive and negative papers. Anyone can use the machine to make copies up to legal

The impression you make there——

depends on

the impressions

she makes here

Better be sure she uses a ribbon by--

YOUR LETTERS will be neater, cleaner, when they are typed with Old Town typewriter ribbons. These quality-controlled ribbons are made from the finest inks and fabrics. They are self-renewing, wear uniformly and produce clear, sharp characters at all times without blur or smudge. And your secretaries will appreciate the smooth, clean erasures.

Another tip for neater correspondence . . . have your secretaries change their typewriter ribbons regularly. Tired, worn ribbons make the most sparkling letter dull reading.

A FREE TYPEWRITER RIBBON FOR YOUR SECRETARY

Prove to yourself that an Old Town ribbon *does* make a difference in your correspondence. Simply have your secretary address her request to us on your company stationery stating the make and model of her typewriter and the kind of type—pica (large) or elite (small). We will send her, free of charge or obligation, an Old Town ribbon for her machine along with an interesting informative folder describing the various fabrics and inkings for typewriter ribbons and the uses for which each is designed. Write Old Town Corporation, 345 Madison Avenue, New York 17, N. Y. Dept. O-2.

Old Town

World's foremost maker of carbons, ribbons, duplicators and duplicating supplies

TYPEWRITER RIBBONS

For More Information Circle No. 226

New Booklet tells of...

160 Ways to use AUTOMATIC TYPING

Get Your FREE Copy

It's no secret that individually typed letters bring better results. But hand-typed letters can become very expensive when used in volume for routine correspondence or direct-mail selling.

Automatic typing of personalized letters by Auto-typist equipment is the economical solution. Just how automatic typing can be used to cut costs and increase returns is contained in the 16-page booklet, "How to Use the Auto-typist."

Auto-typist

World's Largest Manufacturer of Pneumatic Typing Machines

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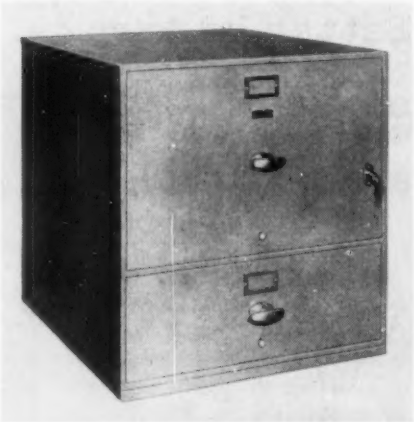
Gentlemen:
Please send me a copy of "How to Use the Auto-typist."
Name .....
Company & Title .....
Address .....
City ..... Zone ..... State .....

For More Information Circle No. 144

size at the rate of approximately 150 per hour. This speed can be doubled by processing two sheets together, emulsion sides out. Machine's capacity is legal width by any length and wider sheets (30" x 40") can be processed by doubling the sheet with emulsion sides out. Particularly suited to processing facsimile prints made from projected microfilms. Can be used with reflex printing units or any diazo equipment for direct copies or masters for subsequent dyeline printing. **For More Information Circle No. 323.**

INSULATED LEDGER FILES

Meilink Steel Safe Co., 1672 Oakwood Ave., Toledo 6, Ohio, makes Hercules insulated files for ledgers, legal papers, letters and checks. These are for desk-side, point-of-use locations and bear the Underwriters Laboratories Class C label which means they can withstand 1700° F.



at the end of an hour, sudden heating without explosion and impact equal to a 30-ft. fall, without destroying usability of papers stored within. Files come in six models and five sizes with one, two and three drawers. A complete line of cross trays is available. Ledger drawers accommodate practically all standard ledger posting trays, and special or odd size cross trays can be ordered. Equipped with key plunger lock or optional lock-

ing devices, in choice of smooth finishes: gray, olive green, heather tan, Inverness green; with or without matching pedestal or caster bases. All units are 30½" deep and have 26" filing depth. **For More Information Circle No. 342.**

COMPUTING PAYROLLS

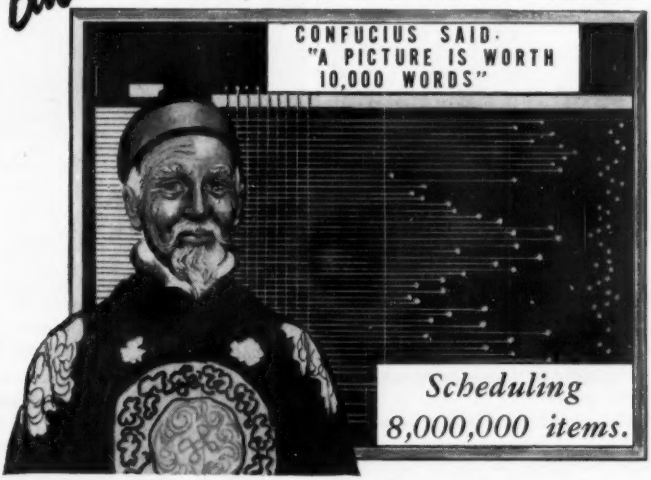
Remington Rand, Div. of Sperry Rand Corp., 315 Fourth Ave., New York 10, N. Y., offers a simplified method of computing payroll and all related reports through the use of the 330-2 Calculating Punch and the 315-1 Collating Reproducer. A 12-page illustrated booklet spotlights the installation at the Crompton-Shenandoah Co., Waynesboro, Va., fabric manufacturers, describing how they reaped major benefits from the installation of the Calculating Punch in combination with the Collating Reproducer. Most important of these were a saving of 31 manhours weekly, a reduction of card cost by 60% and the elimination of 95% of the clerical overtime hours. Complete payroll figures, includ-

PRODUC-TROL Visual Control

not only schedules,

But automatically checks with

TIME, LINE and COLOR control



- Original cost and upkeep low
- Schedules and time checks operations.
- Historical record to back it up.
- Bad situations show automatically.
- Its simplicity has put it into world-wide use.
- Analyze 100 items in 10 seconds.

Effective Tools for Effective Management

WASSELL ORGANIZATION, INC. Westport, Conn.

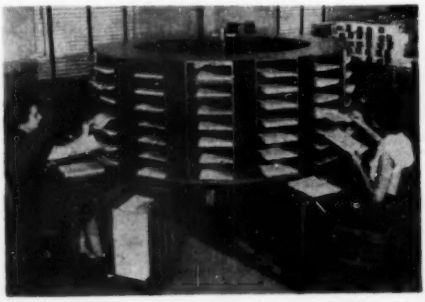
For More Information Circle No. 187

For More Information Circle No. 255

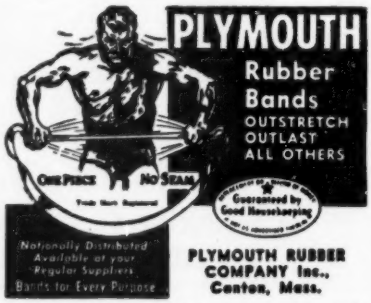
ing overtime rate computed from average straight-time earnings, gross pay, FICA, FWT, final net pay and to-date totals are obtained from fully automatic calculations. Cost and production reports are a by-product of the payroll operation. For a copy of the booklet **Circle No. 343.**

COLLATING WHEEL

Johnson Research Corp., Bethpage, N. Y., makes a semi-automatic electrically driven wheel which will accommodate up to 800 lbs. of printed matter: sheets, folded sheets, signatures, or random sizes from 3″ x 5″ to 9″ x 14″. The speed of the machine is timed to give



the operators, working simultaneously around the wheel, ample time to perform the complete collating operation of pick-up, jog and stack. For example, each operator can collate a 9″ x 14″ size, 112 page booklet in 1½ minutes. Available with the unit are specially designed desks for stacking and jogging completed work. **For More Information Circle No. 351.**



For More Information Circle No. 256

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This NATIONAL Form for Stock Control
costs less than half the cost of a Special Form!
...Saves you up to $20.00 per M!

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Over 500 record keeping forms shown in 4 colors. 160 fact filled pages that help you save money, increase speed and accuracy of office work. Only $1.00. Send coupon today.

There is no need to pay the extra cost of having special record keeping forms designed and printed. Your National Stationer offers you a choice of over 500 different National forms *right off his shelf.* Certainly among these you'll find one that exactly fits your needs . . . and saves you money, too! For example — the stock control form above. This is one of National's Visible forms that keep many records in view when used in National's Visible Binders. Ask your National Stationer or send coupon.

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Please send "Visible Folder 305" ☐
Please send new RECORDS CATALOG. $1.00 is enclosed ☐

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Company.....
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IN QUANTITIES OF 1000 SHEETS!

ENHANCE your company's prestige. Give your important business forms **positive** protection against fraud. Only a watermark can do this . . . Nothing else will!

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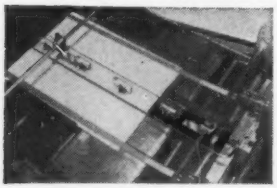
MASTER FEED CONTROL
Boosts Output, Cuts Spoilage
Easier Feeding ALL Stocks!



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Slash masking and setup time! Try 5 Base Line Masking Sheets free! For 1250, 1300, 2066-SD, LD! Write now, mention press!

NOW run envelopes, or small, thin, slick, or curling stock *easily*—to hairline register! VISI-GUIDE's five free-rolling steel balls give *positive, continuous* control, prevent "bounce" or rebound! For Nos. 1200, 1250 only $19.95; No. 1300 $24.50; No. 2066 (2) $59.00, *postpaid* with check. 10-day money back guarantee! Write today!

Dealers: Write for full information!

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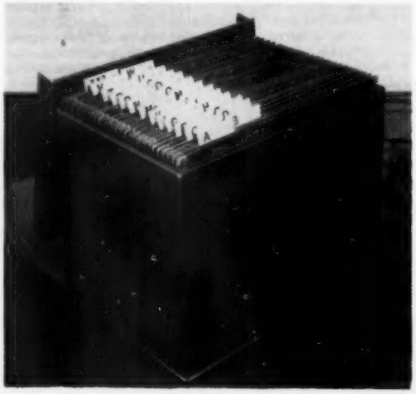
3241 Eastlake Dept. OM Seattle 2, Wash.

For More Information Circle No. 175

PORTABLE FILE

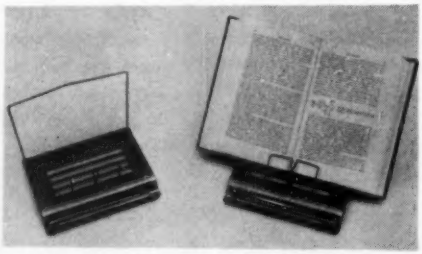
Oxford Filing Supply Co., Garden City, N. Y., makes the Carryfile, a portable file case of lightweight steel measuring 9" x 10" x 12" for both home and office use. Salesmen with busy schedules find it valuable for quick reference on trips.



Full width piano hinges, solid brass hasp type locks and an easy-to-grasp leather handle swung between solid brass links are features of its construction. The Carryfile stands on rubber buttons which will not dig into seat covers when being transported or scratch furniture. Price when empty, $8.95; slightly higher in west and south. Sand tan color only. **For More Information Circle No. 328.**

BOOK HOLDER

Speed-Spacer Co., 321 Greenwich St., New York 13, N. Y., makes the Book



Master, an improved holder for books of all sizes and weights. Designed so that an arm will hold any book, maga-

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The Comptometer doesn't do every figure job business calls for. But it does so many jobs so much better, it is in demand practically everywhere. That's the reason Comptometer has accumulated more business experience than any other adding-calculating machine.

Operators like the operating ease and, from results, bosses can't help rating its efficiency high. Inventive engineers gave Comptometer Floating Touch, a synonym for operation without fatigue. Through another Comptometer first known as Direct Action, answers appear instantly in large readable figures. The machine is unfailingly accurate. In case the operator does slip, signals are flashed to the senses—via sight, sound, touch. Whether this wondrous little workhorse can do certain jobs in your office better is something you may want to work out with the Comptometer representative. If you'd like a demonstration, he's in the Yellow Pages—or send the coupon.

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Safeguard Your Business Secrets

The only office paper shredding machine that destroys confidential papers quietly and cleanly. Greater capacity, speed and safety than ever before! Compact, modern design. Exclusive slanted gravity feed speeds shredding of paper in multiple thicknesses, tickets, cards, coupons and labels. Anyone can operate the **Bantam 10.** Safety throat assures protection. Priced well within the budget of all businesses, large or small.

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FREE:

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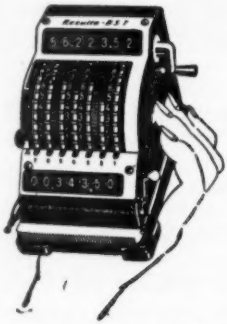
A Division of Self Winding Clock Co., Inc.

For More Information Circle No. 295

zine or notebook in a convenient position for reading or copying. Gentle snap-action, hold-down arm enables the reader to turn pages with one hand and work with the other without interruption. There is a front well for pens and pencils. Comes in hammertone gray heavy gauge steel with rubber feet, weighs ½ lb. Packed flat for easy carrying or storing. $1.29 list price. **For More Information Circle No. 338.**

ADDING MACHINE

Resulta Adding Machine Co., 110 Glen Head Road, Glen Head, L. I., N. Y., offers the Resulta Adding Machine which retails at $49.95. Although it weighs only 3 lbs. and can be held in one hand, machine has 7-column capacity. It does addition and subtraction, and has a release lever for multiplying. Operated with a stylus, each entry can be checked



on indicator dials. The result appears on separate dials. Sold with a one-year exchange guarantee with no servicing required, the Resulta answers the requirements of users who have limited need for an adder. It also can be sold by dealers who might not ordinarily handle machines. **For More Information Circle No. 371.**

TYPE CLEANER

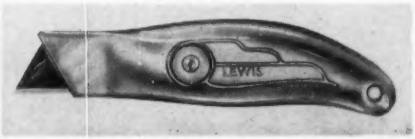
Lansdale Products Corp., Box 568, Lansdale, Pa., has taken over manufacture of the original Lowston Dee-R-Tee Typewriter Type Cleaner which comes

in two sizes: No. 1 for all typewriters except Royals; No. 2 double thickness for Royals, at $1.10 and $1.20 respectively. Constructed with a slightly flexible handle to which the rubber working head is permanently attached. The cleaning action is achieved by light strokes over the typefaces with the flat sides of the tool which are studded with tiny pro-

jections. The suction created pulls out all dirt and carbon accumulated in one day and the rubber holds by absorption these particles which otherwise clog the type. When not in use the tool is kept in its sleeve box. The Dee-R-Tee needs no supplies of any kind to keep it in use. Girls never have to touch any dirty parts. Convenient and clean to use, saves time, effort and money since one will last over a year. **For More Information Circle No. 340.**

KNIFE

Flash Box Opener Co., 52 West Houston St., New York 12, N. Y., offers the Lewis A-49 All-Purpose Knife with a



streamlined handle molded to fit the hand and designed with storage space within for spare blades. It comes with the blade

Everybody Loves Eraserstik

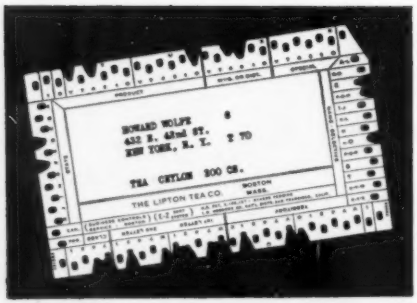
No mistake about it—this gleaming white-polished EraserStik makes all the difference between—"Nice work, Miss Jones!" and an angry rebuke.

Because EraserStik erases without a trace, leaves no ghosts to give the Boss fits. No wonder every Secretary and Typist in our office is in love with her EraserStik.

Remember, it isn't a genuine EraserStik unless it has the A.W. Faber imprint. Call your Stationer today.

A.W. FABER-CASTELL
PENCIL CO., INC. NEWARK 3, N. J.

For More Information Circle No. 254



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Each individual department in your company can keep and service its own records—faster and easier, with present untrained personnel—by using an E-Z Sort System. No need to centralize your sorting and tabulating while you worry over expensive machine costs. Try E-Z Sort in just one department and its efficiency will spread throughout your organization. Ask for a demonstration and you'll see why!

E-Z SORT SYSTEMS, Ltd.

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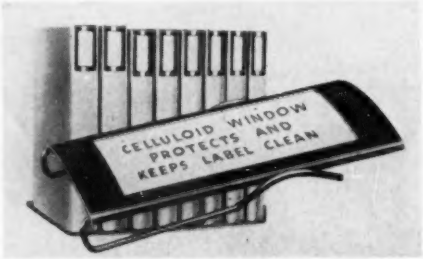
Sole Manufacturers of E-Z SORT SYSTEMS.
Over 50 Offices to Serve You.

For More Information Circle No. 228

already in the handle. Made of die-cast zinc in an attractive gray hammertone finish, the knife sells for 49c. Lewis blades for the knife are reversible, made of heavy duty Swedish Steel, may be adjusted for desired length and blades are available three in a package for 25c. **For More Information Circle No. 333.**

RING BOOK LABEL HOLDERS

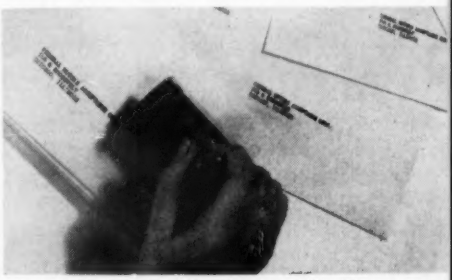
Office Products, Inc., 9920 Freeland Ave., Detroit 27, Mich., makes Kolor-Klip label holders for ring binders. These slip on the back of the binder and come in three standard sizes for 1", 1½" and



2" ring binders. Made in red, blue, green, ivory and black for color coding. Black can be had in all metal; or plastic with metal spring clips like other colors. A celluloid window protects the changeable label and keeps it clean. **For More Information Circle No. 356.**

SMALL DUPLICATING KIT

Sten-C-Labl, Inc., 2285 University Ave., St. Paul 14, Minn., makes the



Sten-C-Labl Jr. kit for duplicating on paper, cloth, wood, plastic, glass or metal. Kit contains applicator, plastic

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For More Information Circle No. 266

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Eliminate time and money-wasting hand folding operations with the new Premier Auto-Fold. Pays for itself after the first few mailings. So simple anyone can operate it. Designed to speed up handling of invoices, memos, correspondence, statements, sales letters, bulletins, reports . . . all office mail.

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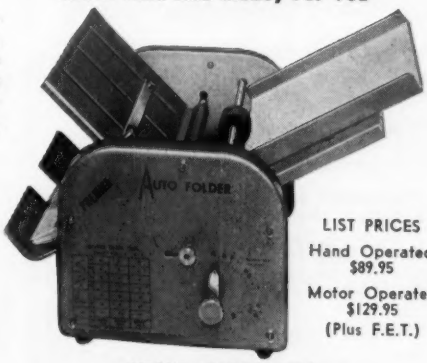

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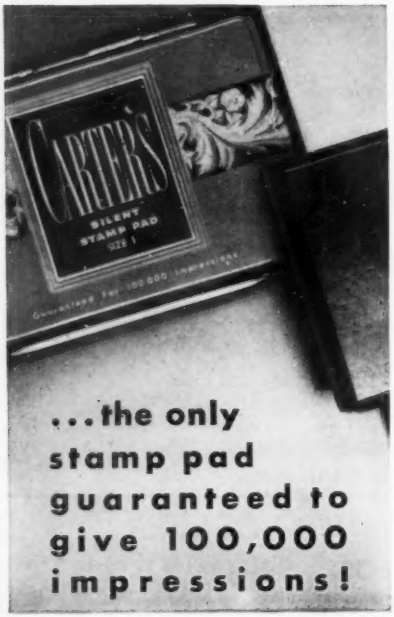

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For More Information Circle No. 165

bottle of permanent ink and 50 Sten-C-Labls with printing areas of 1" x 3½". It has many uses such as pre-addressing envelopes to regular correspondents, changing copy or prices in catalogs, imprinting literature, marking property, etc. Complete kit is $5 postpaid with money-back guarantee. **For More Information Circle No. 297.**

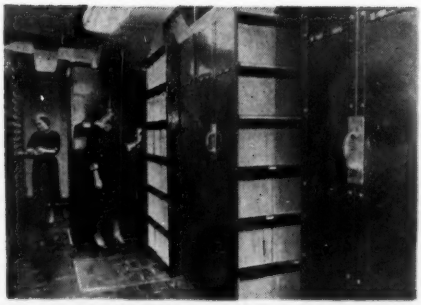
SIGNS

Pryor, 216 W. Jackson Blvd., Chicago 6, Ill., makes inexpensive plastic self-adhesive signs in a variety of useful subjects. These are printed in colors and contain wordings which are universally used everywhere. Signs will adhere to

any clean, smooth, hard surface and can be removed when desired without marring surface. Display card containing samples, listing of all available wordings and prices makes signs easy to sell at stationery counter. **For More Information Circle No. 373.**

FILES, STORAGE SHELVES

Sedgwick Equipment Corp., 259 West 14th St., New York 11, N. Y., makes Mono-Aisle file and storage equipment which consists of mobile shelf storage sections or file cabinets mounted on sealed, precision bearings that run on steel tracks. The single aisle increases the capacity of available floorspace. Sections, when heavily loaded, are moved



back and forth for access with less energy than is required to open the front door of an office building. Available in seven standard models. Can be applied to existing filing or storage equipment or specially designed to meet requirements. A Mono-Aisle installation can be easily moved to a new location. **For More Information Circle No. 354.**

BACKGROUND MUSIC

Comax, Inc., 333 W. Excelsior Blvd., Hopkins, Minn., makes a low cost mass-produced combination background music

and public address system, utilizing extended-play 45-rpm records. The unit plays both sides of 25 records (approximately six hours) before restacking and starting over completely automatically.

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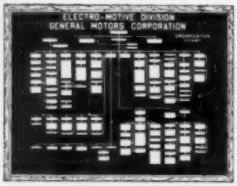
THE COFFIELD EVERLASTING *Interchangeable* ORGANIZATION CHART

A typist, a typewriter and typing paper are all you need to keep your chart up to date. It's that simple!



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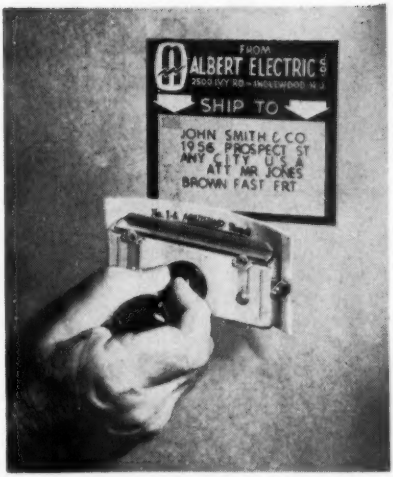
Pleasant background music induces customers to linger and buy more, boosts employee morale and efficiency. Can be used in offices, stores, hospitals, banks, printing plants, hotels, schools, factories, etc. A combination hand and desk microphone attached to the unit can be used as a public address system or for special calls by the receptionist. Machine requires no attention other than turning it on in the morning and off at night. Locks make it tamperproof. Overall dimensions are 14″ x 17″ x 42″. **For More Information Circle No. 361.**



HAND STAMP DUPLICATORS

Multistamp Co., Norfolk 1, Va., makes the Multistamp Hand Stamp Stencil Duplicator which is widely used for addressing shipping cartons. Most shippers use cartons with preprinted "ship to" label panels into which the variable information is imprinted with the Multistamp. This eliminates addressing and pasting on paper labels. Multistamp stencils can be prepared with ballpoint stylus or typewriter and a clerk can label up to 1000 pieces from one stencil. This speeds addressing of lot shipments and reduces loss and damage claims. Another Multistamp application is the use of Form-Cut Stencils to print forms and fill-in data at one time. Shipper's or carrier's permanent form is die-impressed and range from simple "from and to" to complex lot labels. Cartons are easily marked while stacked in storage or in movement on conveyors. Multistamp Duplicators range in sizes from one which prints five lines of typewritten text to models printing a full page. **For More Information Circle No. 362.**

For More Information Circle No. 261

NEWS of the Office

Atomic Energy Course

The first international course on atomic energy, especially for business executives, will be held Feb. 27-March 3 and repeated April 30-May 5 at the Westchester Country Club, just outside New York City. Sponsored by the National Industrial Conference Board, the course is patterned after four courses held by NICB in 1955 for American and Canadian businessmen. The courses are designed to acquaint non-scientifically trained executives with the basic facts about atomic energy, its industrial applications and economic significance. Details from National Industrial Conference Board, 460 Park Ave., New York 22.

300 in NABAC School

For the first time since the NABAC School for Bank Auditors & Controllers was inaugurated in 1953 it will have its full complement of 300 students during the 1956 session, according to school director Clarence H. Lichtfeldt, controller, First Wisconsin National Bank, Milwaukee. The fourth session of the school will be from July 22 to Aug. 4. Application and catalog may be obtained from Darrell R. Cochard, Suite 976, 38 S. Dearborn Street, Chicago 3.

Southeastern Show

The Charlotte Chapters of National Office Management Assn. and National Assn. of Cost Accountants are sponsoring the Southeastern Business Machines and Office Equipment Show at Radio Center, Charlotte, N. C., March 27-29. Details from Burton T. Peake, Box 725, Ashville, N. C.

Electronics Institute

The 2nd Institute on Electronics in Management at American University, May 15-18, will feature automatic data processing and include special case study reports, guest lecturers, group discussions, films and special materials. Complete program can be had from American University, 1901 F St., N.W., Washington 6, D. C.

Cincinnati Business Show

The 2nd Annual Cincinnati Office & Equipment Show will be held Oct. 16-18 at the Hotel Sheraton-Gibson Roof Garden. Lynn P. Carlson is general chairman. His address is 311 Pike St., Cincinnati 2.

Mathematicians in Demand

Rutgers University, New Brunswick, N. J., gives a course in Numerical Analysis and Programming of Digital Computers. Dr. Fred Fender, professor of mathematics, estimates there is only one college trained graduate for every hundred jobs in this field. He said his students' only problem is to decide where they'd like to work. For the first time, mathematics majors command engineer salaries.

To Listen: Concentrate

Listening, says C. L. Scheetz, is the most abused and neglected tool of communication. His students, 100 employees of Minneapolis-Honeywell's Industrial Division in Philadelphia, are participating in a comprehensive training program which covers all phases of communications: listening, writing, reading and speaking. Mr. Scheetz says

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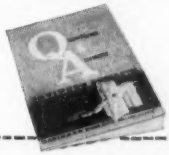

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For More Information Circle No. 229

that despite the electronic "thinking" machines and other developments in communications, today's so-called atomic age is still a "world of words" with 75% of our time devoted to communication. Of that time, 45% is spent listening and 30% talking. Reading and writing make up the rest, with 16% and 9% respectively. Most folks only half listen, he says. They allow their minds to race ahead, about four times as fast as a person talks, thinking that they're keeping track of the conversation. In the school sessions they practice the mental steps underlying effective concentration.

Automation Courses

Seven evening courses in office automation are offered by New York University. Registration closes Feb. 10 at NYU's Div. of General Education, 1 Washington Sq. North, New York.

Records Management Institute

The 3rd Institute on Records Management will be held June 18-29 at American University, 1901 F St., N.W., Washington 6, D. C. Limited to 40 students, tuition is $50. Literature from above address.

"Gosh! They moved the office while we were out for coffee."

Vacation Instead of Bonus

Two three-day weekends in a row, plus the thought of low holiday production, moved Coleman to offer their 90 employees a nine-day vacation with pay instead of a Christmas cash bonus. Coleman Instruments, just outside Chicago, has a high percentage of married employees who voted for the time off. Employees liked the chance to go south or visit relatives.

National Conference & Exhibit Calendar

Western Computer Conference, Fairmont Hotel, San Francisco, Feb. 7-9.

Office Management Assn. of Chicago Conrad Hilton Hotel, Chicago, Feb. 13-15.

National Office Furniture Assn., Jefferson Hotel, St. Louis, March 3-5.

New York Stationery Show, New Yorker Hotel, New York, May 13-18.

Insurance Accounting & Statistical Assn., New Yorker Hotel, New York, May 21-23.

National Office Management Assn., Philadelphia, May 20-24.

National Assn. of Cost Accountants, Conrad Hilton Hotel, Chicago, June 24-27.

National Office Machine Dealers Assn., Shamrock Hotel, Houston, July 8-11.

National Assn. of Bank Auditors & Controllers, Shoreham Hotel, Washington, D. C., Sept. 17-20.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 29-Oct. 3.

National Institute of Governmental Purchasing, Conrad Hilton Hotel, Chicago, Oct. 14-17.

National Business Show, Coliseum, New York, Oct. 15-19.

Systems & Procedures Assn. of America, Bellevue-Stratford Hotel, Philadelphia, Oct. 22-24.

National Business Forms Associates, Westchester Country Club, Rye, N.Y., Oct. 28-Nov. 1.

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ELECTRONIC CHECK

a pre-punched Tab Card voucher check set

with no change in your present method of preparing checks

NOW you can reconcile your checks by automated methods—instead of hand sortings.

HERE'S HOW IT'S DONE

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Or a collator can compare cleared checks with a control set of cards.

Total of unmatched checks, plus bank's total pay-out completes your reconcilement . . . at a *small fraction of manual cost.* Many banks offer varying amounts of reconcilement service on these checks . . . which can further reduce your data processing expense.

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For More Information Circle No. 198

How Dangerous Is Nepotism In Business?

EMPLOYEES and stockholders suffer when nepotism occurs in a corporation, according to American Institute of Management. Their study of 23,000 companies showed that 51% give preference to relatives, friends or proteges. Firms which were free of this taint generally earned higher profits and operated more efficiently.

Nepotism at the executive level sets an artificial limit on the choice of men for top positions, thus defeating any program of executive development. Choice of executives is made on the basis of criteria completely unrelated to the actual interests of the business. The rights of stockholders are subverted,

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EXETER, NEBRASKA

For More Information Circle No. 199

and the entire public character of the company is denied in the interest of the personal advantage of a family.

Although nepotism is a common practice in Europe, it is alien to American principles. Jackson Martindell, president of the institute, cited the inheritance tax as a major cause of its persistence of nepotism in this country. "Today, the owner of a large company cannot easily pass control to his children," he explained, "so he sometimes tries to assure positions of authority for them whether they warrant them or not. The top positions are thereby inherited, though the actual control is not."

For survival in a competitive world, a company's pool of talent should be as wide as possible. Restriction of this pool by favoritism leaves less opportunity to develop real talent. It leaves the company at the mercy of chance in filling key positions. Nepotism is open to every abuse that can occur when the self-interest of a small group is placed above the welfare of a company as a whole. It can, and often does, lead to struggles for control, stockholder dissatisfaction, proxy battles, customer uneasiness and public suspicion.

Where nepotism exists, the fault lies with the directors, because they are the spokesmen of the owners and because the fiduciary nature of their posts require them to put the company above their private interest and that of their fellow officers.

Describing a case in which the practice exists, the report says, "The company has difficulty holding men in the lower echelons, largely through the inescapable feeling within the company that it is all but impossible to rise to the top. The top is the property of the family, therefore the second echelon tends to be static, and lower echelons see little chance of moving beyond the third from the top."

Conceding that some companies where

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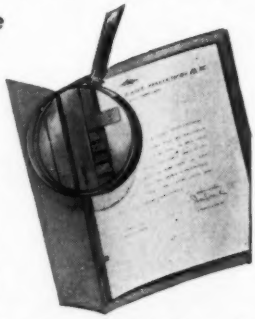

Save time, tempers and expense by protecting your important papers against loss, damage, mis-filing. Adhesive U-FILE-M BINDERS, easily mounted in your present file folders, quickly secure papers without bulk, neatly and in the proper sequence. Papers can't fall out, be crumpled or lost through incorrect re-filing! Cost? Less than 2¢ per binder. At your stationer's, or write for FREE SAMPLES.

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For More Information Circle No. 249

nepotism prevails are excellently managed, AIM points out that many factors contribute to success or failure of an enterprise. But chronic nepotism has caused the failure of many companies, stunted the growth of others and delayed and hampered most of those affected. Copies of the report are obtainable from the institute at 125 East 38th St., New York 16.

British Office Work

(Continued from page 79)

Although many persons in England are now considering how these new aids can help them to manager their offices more efficiently, they are also finding that they bring with them new problems. There is, at the moment, a shortage of the kind of specialist, to which reference has been made already, and there is the possible reaction of existing office workers to the introduction of any new ideas however beneficial management may believe them to be. Not that the reaction is likely to be as violent

"Sometimes I wonder whether they really want our suggestions."

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Outlives Two Ordinary Stamp Pads

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For More Information Circle No. 173

as in the days of the Industrial Revolution when the workers attempted to destroy the machines that were being introduced in the factories.

Another problem, which may arise when the decision is made to install a computer in a company, concerns the person who is to decide on the jobs for which it can be used. Not only will accounting officials find a use for the computer, there will be many technical and scientific applications also. Even in the office itself there will be the big problem of planning or programming work for the computer. Existing procedures will have to be rewritten and the services of an organization and methods specialist will be a necessity.

Although often popularily referred to as electronic "brains," computers can only do what they are told to do. To meet the shortage of these specialists, our association has decided to sponsor classes in office administration and methods. Previous to this, the only other qualification in office management was the association's own diploma. This, however, is a five-year course of part-time study and many office executives who have obtained their professional qualifications feel reluctant to embark upon such a long course in these specialized subjects.

While there may well remain many difficult times ahead in the clerical labor market, I believe this year will see the beginning of a new era in office management, for there is no reason why the developments to which I have referred should not do much to solve the problems of office recruitment.

"Utility "Billing

(Continued from page 69)

been prepared, the machine totals for the different kinds of charges are cleared out and proved against the adding machine tapes run beforehand. The total balance due from all accounts, also yielded by the machine, must prove

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- **No punched out letters!**
- **No time lost by pulling film away from stencil, waiting for correction fluid to dry, placing film back in position.**

Lumirol Plastic Ribbons guarantee perfect copy every time. Ribbon compensates for typist's uneven touch. Eliminates filmtop stencil glare. Order a dozen ribbons on *approval*. If they do not improve your work, return them within ten days. Standard Lumirol Ribbon for all manual typewriters and Vari-Typer $15 a doz. Lumirol Ribbon for I.B.M. Electromatic Typewriters. $18 a doz.

Specify make of machine when ordering. ***Dealer inquiries invited.***

THE LUMIROL CORP., 41 West 25th St., New York 10, N. Y.

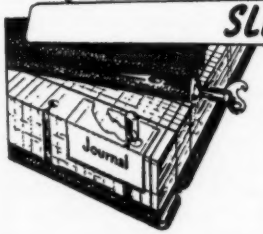
For More Information Circle No. 168

3 POPULAR LABELING PRODUCTS

— — — PERMA-STIK, the self-adhesive tube or strip-like label holder that is now open on three sides for greater utility. It will hold a card many times its own width. Very easy to use.
FOR BINS AND SHELVES—Available in three sizes.
PS-½ ½"x6" 30c per ft. PS-¾ ¾"x6" 35c per ft.
PS-1 1" x 6" 40c per ft.

FOR RING BINDERS
Smooth finished, durable metal construction—celluloid window protects and keeps label clean. Neat uniform appearance—lasts indefinitely.
SO-1 for 1" Ring Books.....25c each
SO-1½ for 1½" Ring Books 30c SO-2 for 2" Ring Books 35c

SLIP-ON LABEL HOLDERS



FOR POST BINDERS
There is a Vinyl Plastic Label Holder for every type of open back binder. Will not warp or curl—made to Slip-On any size post.
PBS—½" x 2½" ....$0.20 each
PBM—1" x 2½" ..... .25 each
PBL—2" x 2½" ..... .30 each

OFFICE PRODUCTS, INC.
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West Coast Distributor: Arch K. Ansty
171 2nd St., San Francisco 5

For More Information Circle No. 169

whatever your position

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You'll save time & money by using this

FREE IDEA BOOKLET!

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America's Most Complete Source of Loose-Leaf Products & Sales Presentations

Dept. T-3 FALL RIVER, MASS.

For More Information Circle No. 154

HANDLE PAPERS EASILY, ACCURATELY
TRY FREE SAMPLE OF TACKY-FINGER

Evans Specialty Co., Inc.
3073 Evans Building
1800 E. Grace Street
Richmond 23, Va.

Tacky-Finger

Send free greaseless, odorless Tacky-Finger. Let me see how it makes paper handling, collating, foolproof.

Name_____

Address_____

For More Information Circle No. 155

against the control for that branch.

Bills are made in two copies. The original goes to the customer and the duplicate is filed behind his master ledger card. The top of the bill is a stub which the customer returns with his check. The mailed-in stubs are date-stamped and used as a reference for pulling the duplicate bill copies from the accounts receivable file. Copies remaining in the file represent, of course, unpaid bills. The duplicate copies are on blue paper and measure 1/8" higher than the permanent ledgers or any filed vouchers, so that the duplicates are instantly visible. It is an easy matter for our credit manager to glance through a file of accounts and see which ones remain unpaid.

The pulled blue copies are filed separately in straight alphabetical order; not by exchange, but for the entire operation. This gives us an up-to-date alphabetical file of subscribers at all times. The file is kept for 12 months in this order. At the end of a year there are 12 blue copies for each subscriber. Cancelled accounts are removed from the companywide file at the time of cancellation.

We mentioned earlier that we would explain how old balances are noted on the accounts receivable journal before posting begins. These balances are simply copied from the blue copies remaining in the accounts receivable file.

One might ask how it would be possible to use this method for commercial accounts receivable, in view of the fact that some customers want statements at odd times during the month. We have a similar problem. When a customer starts service during the month, we must bill him on that same day the following month. Then the next bill must be on a pro-rata basis from that day until the end of the month.

These "bills during the month" are identical to regular bills except that they are in four copies. The triplicate copies are used as control copies, being summarized at the end of the month and added to the branch control. The fourth

LETTEREX

Trade Mark Reg.

MANIFOLD CARBON PAPER SETS

For your

General Office Correspondence

Write:

The LETTEREX CORPORATION

1640 Connecticut Avenue, Washington 9, D.C.

For More Information Circle No. 238

PENS TO SWEDEN

We are interested in importing cheap American Ball Point Pens, Fountain Pens and Pencils and wish connection with American manufacturers.

Please send offer with samples, promptly to

AB GEORG ANDERSEN
Kullagatan 8-10,
Hälsingborg, Sweden

For More Information Circle No. 240

A LIGHT TOUCH

makes

NEAT ERASURES

with a

RUSH-

-FYBRGLASS

ERASER

No slip sheet needed between carbon and copy. No erasing shield – the Rush Eraser is less than one character thick. In beautiful, life-time plastic case, handy to use as a pencil, with long-lasting propel-repel refills.

Order from your dealer or send 50¢ and dealer's name.

THE ERASER CO., INC.

1068 S. Clinton St., Syracuse 4, N. Y.

For More Information Circle No. 239

The new DUX "COMBI" is a great time saver

This new combination Tape Dispenser and Precision Pencil Sharpener belongs on every desk, and in every home. Sharpens standard and jumbo pencils and crayons with replaceable razor-sharp blades. Base holds up to ¾" tape for quick, easy use. Other fast-selling models for office or home. Ask your stationer or write to

FRED BAUMGARTEN, Dept. X-2
Station F, Atlanta, Ga.

For More Information Circle No. 241

Apsco products are

INITIAL COST
DURABILITY
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ATTRACTIVENESS
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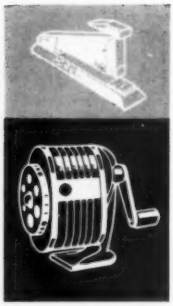
for office installation



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For More Information Circle No. 242

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Experienced planners appreciate the many possibilities in office layouts. Planomatic 3 D magnetized scale models are a valuable aid in determining space requirements and selling the "One Best Plan" to others.

PLANOMATIC SAVES MANAGEMENT TIME

M & M INDUSTRIES

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For More Information Circle No. 244

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- SAVES EYESTRAIN
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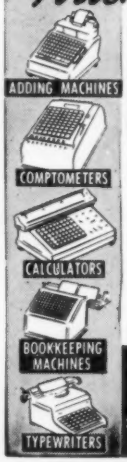
- HOLDS NOTEBOOK
- FITS IN DESK DRAWER
- LINE MAGNIFIER EXTRA

Send for FREE Booklet describing RITE-LINE COPYHOLDER

RITE-LINE CORPORATION
4209 39th St., N. W., Washington 16, D. C.

For More Information Circle No. 243

Attention Dealers!



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Cable address: ADDBOOKAL

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For More Information Circle No. 245

copy is filed as a reminder to bill as of a certain date. As soon as a customer has received his pro-rata bill, his records are automatically handled from there on out as part of the regular billing process. No addressing equipment is used for bills sent out at odd days during the month. The electric typewriter on the accounting machine is used to type in name and address.

If a company is going to use this fast method of billing and accounts receivable, why not do the whole job on a typewriter? Well, we used to do just that. It took six people three days plus two days' overtime, at an exhausting pace, to get our 2,000 bills. Our billing is now approximately 50% greater, but is done by three people in less than two days, with no overtime.

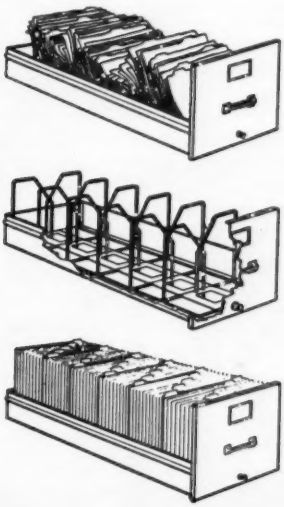
Entering figures on an accounting machine is a far faster operation than it is on a typewriter, because punctuation and tabulation are automatic. Further, all balances are figured automatically and all figures accumulate in the proper totals as they are entered. This makes a tremendous difference in proving time alone. The same accounting machine is used by us for payroll work and, in fact, is capable of handling general ledger, accounts payable or almost any miscellaneous bookkeeping job that has to be done.

The great majority of commercial companies must send out bills all during the month. In that sense they could not use our streamlined billing method. But a very similar streamlined system *could* be used for sending out statements. Instead of posting invoice copies to ledger and statement on a daily basis throughout the month, the copies could be filed in the same way we file vouchers. Paid invoices could be removed from the file. At the end of the month, an open-item statement could be run off for each customer. This very procedure is being followed today by some companies. We believe it should be adopted by many others because of the enormous saving in time that may be effected.

100% FILING
EFFICIENCY WITH
DIV-I-DEX
UNITS

GAIN FILE SPACE
AND SAVE FLOOR SPACE

A DIV-I-DEX installation eliminates the space consuming follow blocks and divides a file drawer into six flexible compartments. Folders cannot slump — index tabs remain plainly visible, saving time, space and money. At your stationers or write for literature.



CEL-U-DEX CORP. 1 Main St., Brooklyn 1, N. Y.

For More Information Circle No. 163

NEWS of the Industry

Sperry Rand Sues IBM

A $90 million anti-trust suit was filed by Sperry Rand Corp. against International Business Machines Corp., charging IBM with monopolizing the tabulating machine business and with having "tampered or interfered with the efficient normal operation of tabulating machines manufactured by Sperry Rand."

Royal Precision Corp.

Royal McBee Corp. and General Precision Equipment Corp. are forming a jointly-owned subsidiary company with equal interests, under the name of Royal Precision Corp. The joint announcement made by Philip M. Zenner, president, Royal McBee Corp., and Hermann G. Place, president and chairman of the board, General Precision Equipment Corp., emphasized that the new company "will develop, produce and market electronic data processing and computation machines and accessory input and output mechanisms, storage devices and code conversion equipment, for complete data processing centers for office, scientific and laboratory use." Librascope, Inc., a GPE subsidiary, will develop and produce computers and data processing equipment. Technical resources and facilities of other GPE companies with 36 plants located in N. Y., N. J., N. C., Ohio, Ill., and Calif., will be available to Royal Precision Corp. Royal McBee has also acquired majority interest in Robotyper Corp.

Monroe Promotes Schmucki

George F. Schmucki has been named director of production planning by Monroe Calculating Machine Co. His duties in the newly-created post are to relate the needs of the market to Monroe's product development. Mr. Schmucki, a member of Monroe's domestic sales organization since 1948, transferred to the Orange, N. J., general offices and plant from Philadelphia, where he had been assistant manager of his company's sales office.

Pitney-Bowes Appointments

W. R. Greenwood Jr.

Simeon W. Sells, Pitney-Bowes' vice president for government relations, and a leading authority on the metered mail system of the U. S. Postal Service, announced his retirement to take place July 1. His duties have been assumed by Wilbur R. Greenwood Jr., who has been appointed special assistant to the president. Mr. Greenwood, manager of special machines sales for the past seven years, will be succeeded in that post by Paul V. Roberts, branch manager at Harrisburg, Pa. Walter H. Wheeler Jr., president, in announcing the changes, paid tribute to Mr. Sells as "one of the pioneers of the metered mail system and one who has had much to do with its progress to a place of major importance in the operation of the country's postal service."

Eagle Pencil's Centennial

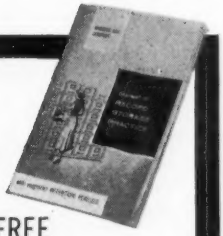
One hundred years of successful service to American industry is marked by Eagle Pencil Co. this year. A centennial pro-

BUY THE BEST

Liberty STORAGE BOXES ®

Buy Liberty Boxes for Easiest, Most Economical, Systematic Record Storage. Keep expensive steel file space active by transferring old, but valuable records to Liberty Boxes . . . storage is safe, clean . . . finding is quick and sure with systematic Liberty labels and title strips. Millions of Liberty Boxes are now in use and in good condition, some even after 35 years of service. 25 standard stock sizes in all, a size for every business record. The quality materials and construction of Liberty Boxes assures maximum protection at minimum cost. Buy the Best . . . available at leading office supply and stationary stores.

BANKERS BOX COMPANY
720 S. Dearborn St., Chicago 5, Ill.



FREE
NOW AVAILABLE

The new Manual of Record Storage Practice with Retention Periods is now available. It tells a simplified story of record procedure and an easy-to-do storage plan for inactive records. Write for your *FREE* copy.

For More Information Circle No. 236

While they last...

SELECT ROUGH

Monroe Calculators

At most attractive prices to the trade

You can depend on these calculators—offered by the only outlet directly authorized by Monroe to distribute equipment of this kind in foreign countries. All are genuine Monroe Calculators in select rough condition, at prices that may be hard to duplicate later on. An exceptional opportunity for fast turnover.

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Send me full information and price list on select rough Monroe Calculators now available.

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Individual and title.....

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City.....Zone.....State.....

For More Information Circle No. 235

gram to acquaint the public with advances that have raised pencil manufacturing from a specialized craft to an exact science is planned, Alfred Berol, president, announced. Founded in 1856 by the president's great-grandfather, Eagle then had a small office in New York and a small factory in Yonkers. Today it operates a factory with more than 500,000 sq. ft. of manufacturing space.

Letterex Sales Expansion

Wm. S. Humphries

With an eye on the potential one-time carbon market, estimated to be $1 a year per unit of population, William Bradford, president, Letterex Corp., announced new sales plans based partly on the results of a test TV sales campaign in Baltimore where 20-second spots and ten-second dealer spots promoted Letterex sales Results of the campaign will soon be available to stationers. Plans call for emphasis on promotional work, advertising in various media, supported by personal sales calls. Mr. Bradford announced the appointment of William S. Humphries as sales manager. He was formerly associated with McGregor & Werner, Inc., Washington, D. C., and will train carbon and manifold salesmen in Letterex sales methods. Promotional material and sales aids will be available to dealers.

SoundScriber Executives

Joseph H. Hoyt, president, SoundScriber Corp., New Haven, Conn., announced the appointment of William F. Drake as executive vice president. With SoundScriber since 1949, Mr. Drake started as sales manager of the Detroit territory. He also served as middle west district sales manager and later was appointed special factory representative to the Air Force. In 1952, he was named vice president of their sales subsidiary in Washington, D. C. Howard K. Andrews, Cleveland CPA, was appointed controller of SoundScriber Corp.

Heads Coxhead in Canada

G. James Farmer

The election of G. James Farmer as president of Ralph C. Coxhead Corp. of Canada was announced by the board of directors. Mr. Farmer, formerly vice president of Ralph C. Coxhead Corp., manufacturers of office composing machines, joined the firm as a salesman in 1934. He continues as a director of both the U. S. and Canadian companies. Mr. Farmer introduced the first office offset press to the American market. In his 25 years with Coxhead, he handled all domestic and export sales and made many trips abroad. The Canadian company, established in 1947 by Mr. Farmer, has functional offices in Montreal, Ottawa and Toronto, with complete facilities for the sale of Vari-Typers, Coxhead Composing Machines and Coxhead-Liners, full service facilities, and an operator training program.

NOMDA 1956 Convention

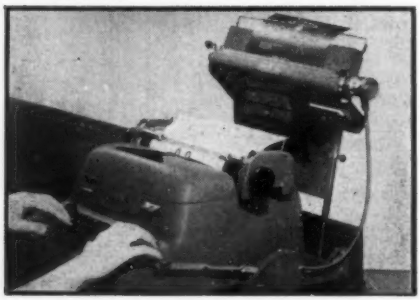
Ed Feigle

There's lots of enthusiasm down in Houston for the 1956 International Convention & Trade Exhibit of National Office Machine Dealers Assn. at the Shamrock - Hilton Hotel, July 8-11, according to Ed Feigle, convention chairman. Requests for exhibit space have exceeded all previous years. Information can be had from NOMDA's executive secretary Harold Mann, 1542 Hillhurst Ave., Los Angeles 27.

WANTED

25 LOST HOURS!

Proven surveys with national concerns and Government agencies indicate that your typists might be giving you 15 hours of productive work per week while you pay for 40 hours. What happens to the other 25 hours?



DON'T BLAME THE GIRLS! They are working under the "head-swinging" handicap. Reading speed cannot be maintained. Words or lines are often omitted or duplicated, resulting in retyping. Eye-strain causes fatigue, resulting in decreased typing efficiency.

Increase your typists' efficiency and cut office costs with Pres-to-line, the world's finest Copyholder. Finest because . . . ONLY PRES-TO-LINE

- Becomes a part of the typewriter
- Easily folds over typewriter, to store into most typing desks.
- Offers instant fingertip spacing or foot-actuated spacing.
- Adjusts up and down and forward, and tilts for light reflection.
- Comes in colors to match all typewriters.

Contact your local dealer or write:

PRES-TO-LINE

CORP. OF AMERICA

2339 Cotner Ave. • Los Angeles 64, California

For More Information Circle No. 200

Badger Making Luxco Line

Badger, Inc. of La Crosse, Wis., has introduced their new line of Luxco products which include steel chairs, office machine stands and personal files. Badger, Inc. has for many years manufactured steel office products for other companies, but will now market and service its own products under the new Luxco name. James E. Kuppe, sales manager, announced that an aggressive sales and advertising campaign is being launched and an extensive program to develop new and better products is under way.

B & P Buys McMillan

Boorum & Pease Co., Brooklyn, N. Y., has purchased McMillan Book Co., Syracuse, N. Y., and Trussell Mfg. Co., Poughkeepsie, N. Y., a McMillan subsidiary. Both will be operated as independent units with no change of personnel. McMillan manufacturers loose leaf binders and forms.

Worden Grand Rapids Display

Worden Co., Holland, Mich., manufacturers of wood desks and leather chairs and suites, has opened a showroom in the Waters Exhibition Building, Grand Rapids, Mich., for the convenience of dealers who are invited to see the display.

Loyal D. Carlon Jr., Parle Cooley and Bob Neil, midwest sales representatives of Bates Mfg. Co., toured the Bates plant in Orange, N. J. Here they watch Grace Condit assemble a Bates List Finder.

Purchases Lithoplate, Inc.

Harris-Seybold Co., Cleveland, has broadened its services by purchasing Lithoplate, Inc., California manufacturer of presensitized offset plates. Included in the purchase was Lithoplate's sales subsidiary, Alum-O-Lith, Inc. Most Lithoplate products are sold under the Alum-O-Lith trade name, which will be continued. George S. Dively, chairman and president of Harris-Seybold, said Lithoplate would operate as a wholly owned subsidiary, and that Elmer F. Deal, founder and president of Lithoplate, would remain as president of the firm.

To Make Adhesive Tapes

Harold Holden, president of Eastern Corp., Bangor, Me., and E. S. & A. Robinson Ltd. of Bristol, England, jointly announced formation of Ascot Chemical & Adhesives Corp.. This corporation will establish a plant here to manufacture and sell a broad line of plain and printed pressure sensitive transparent tapes and related adhesive products now produced and sold in world markets by Adhesive Tapes Ltd. of Boreham Wood, England, a wholly-owned subsidiary of E. S. & A. Robinson Ltd. Officers of Ascot Chemical & Adhesives Corp. are: Harold Holden, president and director, who is also president and director of Eastern Corp.; George Grey, executive vice president and director, who is also managing director of Adhesives Tapes Ltd.; Chester Rohrlich, secretary.

Databosser Rental Plan

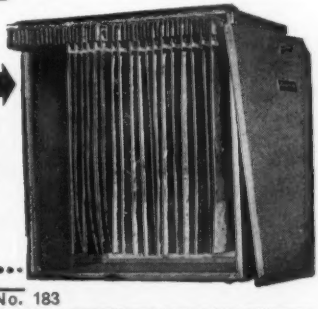
Formation of the Dashew Rental Service as a wholly owned subsidiary through which Databosser automatic metal plate embossing machines can be obtained on a lease basis, was announced by Stanley A. Dashew, president, Dashew Business Machines, Inc., 5886 Smiley Drive, Culver City, Calif. "Our new rental plan was developed to answer many requests from organizations whose policy it is to install office equipment on a lease basis," Mr. Dashew stated. Cost studies show,

READ-A-FILE KEEPS YOUR STENCILS AND OFFSET PLATES ALWAYS AT SEE LEVEL

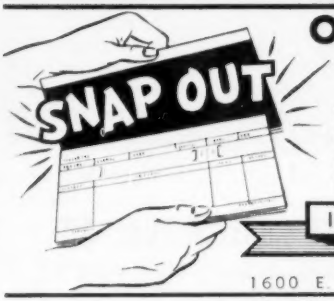
The Read-A-File Cabinet is a protective file that keeps stencils and plates wrinkle-free. It permits full-length inspection and quick access to any one of up to 400 stencils or 200 plates. The hanger unit, with 50 clips, rides on ball bearings. Each clip is on its own rod and can be removed without disturbing the others. It's new and different.

DEALER INQUIRIES INVITED.

METAL SPECIALTIES, Incorporated
3547 Massachusetts Ave., Indianapolis 18, Ind.



For More Information Circle No. 183



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Increase Efficiency, Reduce Costs

Sold through our Dealers only . . .

DEALERS: Liberal Discounts – Delivery you can depend on. All forms carry YOUR imprint. No inventory, equipment, shipping or warehouse costs. Write TODAY to New Dealer, Dept. 1, 1600 E. 26th St., Little Rock, Ark.

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INCORPORATED
FORMERLY ARK-N-SETS, INC.
1600 E. 26TH STREET • LITTLE ROCK, ARKANSAS

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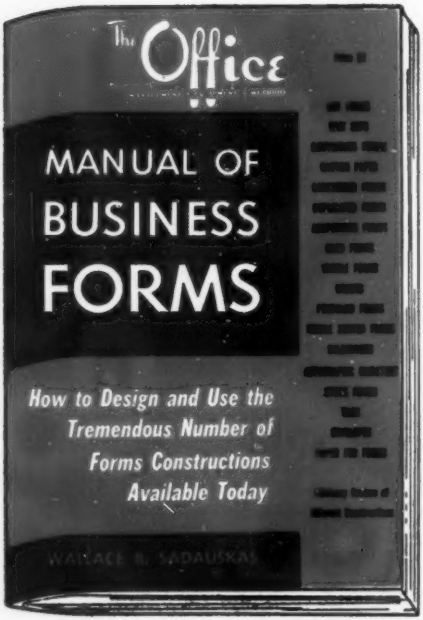

. . . a guide to businessmen, office executives and purchasing agents

The basic principles of design and construction of business forms, illustrated with nearly 100 charts, examples and pictures. The Manual of Business Forms points out the many different varieties of forms available for use in business and industrial management.

The only objective work on the subject. For the first time, all the tremendous number of available forms constructions are described in a manner which allows the reader to select the best type for a particular business system. Time studies of forms processing operations are reduced to efficiency factor figures in easy-to-read charts which pinpoint the basic advantages and disadvantages of each type of construction. In addition, there are chapters on carbon paper, tags, envelopes and paper. Other chapters thoroughly cover duplicated forms, checks, pegboard forms, autographic registers, stock forms, manifold books, and many others. The Manual includes many pages of informative advertising, providing a wide range of sources for the reader to use in selecting forms manufacturers and suppliers.

MANUAL OF BUSINESS FORMS
$2 a copy postpaid in U.S.

OFFICE PUBLICATIONS CO.
232 Madison Ave., New York 16

he said, that generally a rented Databosser will show a profit in economies and efficiencies in the identification and control of materials and parts-in-process involved in production, storage, shipping and receiving.

Hush-A-Phones May Be Used

The Federal Communications Commission has denied the complaint of Hush-A-Phone Corp. against A. T. & T. Co., et al, but noted in its decision that the Bell System has no "present" intentions of discontinuing the telephone service of a Hush-A-Phone user. Anyone who is intimidated by a telephone company employee, because of the use of a Hush-A-Phone, should inform Hush-A-Phone Corp., 65 Madison Ave., New York 16.

Plus Branch Managers

Donald B. Bassett was appointed New England States manager for Plus Computing Machines, Inc., with main offices at 140 Federal St., Boston. Robert D. Irion is assistant manager and John Stanton is service manager. A Plus agency has been opened at 214 E. Fayette St., Syracuse, N. Y., where Glen A. LaVaute is manager covering central New York State.

Executives of Eagle Pencil Co. with silver plaques presented to them by the firm's overseas subsidiaries in appreciation of their support of foreign enterprises: l. to r., E. Albert Berol, treasurer; Alfred C. Berol, president; and Henry Berol, vice president.

RUSH! A TRIAL ORDER FOR NEW
LOWSTON DEE-R-TEE
TYPE CLEANER

. . . just brush over face of type, it becomes shiny new. No liquids to use . . . eliminates soiling of hands and clothing. They are long lasting. Fit all typewriters. Specify if needed for Royals.

LANSDALE PRODUCTS CORP.
Box 568, Lansdale, Pa.

For More Information Circle No. 171

COIL SPRING STOCK
Extension and Compression
9" and 15" Lengths
240 different sizes
Wire diameters: .008" to .041"
Coil diameters: .050" to .275"
Illustrated price list on request

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For More Information Circle No. 215

MANUFACTURERS OF DURALUMINUM
MANY STYLES
HOLDERS
FOR HANDWRITTEN SNAPOUT FORMS
SAUNDERS MFG. CO., INC.
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For More Information Circle No. 216

CASH REGISTER PARTS
WORLD WIDE SERVICE
HIGHEST QUALITY PRODUCTS
NEW ADDRESS:
International Cash Register & Parts Co.
207 E. EVERGREEN ST., MT. PROSPECT, ILL.

For More Information Circle No. 217

SPEEDS FILING and FINDING of STENCILS, OFFSET NEGATIVES & MASTERS

MIM-E-O VERTICAL FILES

Filing capacities from 100 to 1000 units.

Easiest way to file — fastest way to find your stencils, offset negs and masters. *Patented* MIM-E-O Spring Clips hold 2 negs or masters on each hanger — save space — identify contents at a glance. Vertical hanging prevents marring, curling, damaged edges. Scientific ventilation prevents corrosion. The MIM-E-O Filing Method eliminates wasteful duplication of preparatory work — saves your originals for low-cost, perfect re-runs.

Models to file A. B. Dick No. 350, Multilith No. 1250 and 2066, Davidson No. 241, No. 251 and No. 233.

Patented Spring Clip Hanger Holds 2 stencils, negs or masters. Find by Angle Index Tab.

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Addo's American Activity

From headquarters of the family controlled, 35-year-old calculator manufacturer in Malmo, Sweden, Addo pioneered in the American market as early as 1938. From then until the last shipment left for the U. S. before Pearl Harbor, about 1000 Addo-X machines had been sold in this country. In those days the company favored its other markets throughout the world, but the acceptance received by the first thousand machines indicated the importance of the American market, so Addo is here to stay, according to George Agrell, president of the Addo Machine Co., New York. There are six Addo plants in Sweden and others in England and Brazil. The company has offices in six countries plus general agents in 90. Since Mr. Agrell came to the U. S. in 1950, sales have jumped considerably and now Addo has over 500 dealers throughout the nation.

Expansion Continues

Continuing to expand facilities to meet an increasing demand for its products, Milo Harding Co. announced the installation of additional specially designed precision equipment for making Tempo du-

Bert Amberg (left), president, Amberg File & Index Co., presents the first Amfile A-31 Sort-All sorter to Byron Johnson, Kankakee, Ill., dealer who contributed to the research preceding its final design, conducted market tests, and named the new $4.50 sorter.

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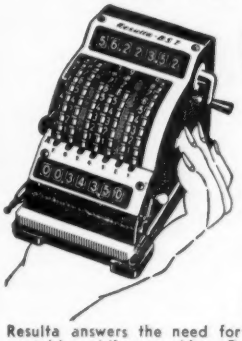

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BUDLEW PRODUCTS CO.
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For More Information Circle No. 194

plicating stencils. The new machine handles multiple operations in the production and assembly of stencils and is expected to double daily output. This is the first of several on order which ultimately will eliminate virtually all hand operations. Similar improvements in production facilities have been made in other departments since the company moved to its own modern building in Monterey Park, Calif.

Moore Stock Forms

Moore Business Forms, Inc., announced the formation of a new division, Stock Forms Co., Div. of Moore Business Forms, Inc. Herbert J. Orchison, formerly a sales executive of the Pacific division, was named general manager. The new company will be exclusive national distributor of Moore Rediform stock forms. Executive offices will be in a new office and warehouse building to be erected on South Dean St., Englewood, N. J. Temporary offices and warehouse have been established at 345 Commercial Ave., Palisades Park, N. J. The New York sales office is at 33 West 42nd St. Offices and warehouses also will be located in Los Angeles, San Francisco, Denton, Texas; St. Louis, St. Paul, and Atlanta.

Standard's Service Awards

Annual service awards were presented to personnel of Standard Duplicating Machines Corp. at the end of last year. Diamond emblems are awarded at the 15-year mark and new lapel pins, showing total time, are given every five years. President A. W. Vanderhoof completed 30 years in 1954. It was the 30th year for Alan E. Bruce, vice president-sales, and the 15th for Deane L. Bassett, advertising manager

Meilink S.E. Representative

Appointment of Frank Neville, Atlanta, as southeastern representative for Millink Steel Safe Co. was announced by C. C. Penske, general sales manager. Mr. Neville will cover Va., N. C., S. C., Tenn., Ga. and Ala.

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For More Information Circle No. 147

UBEA Smead Awards

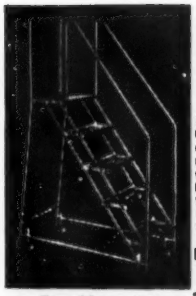
The first annual UBEA Smead Award went to 197 business education graduates designated outstanding graduates of their colleges in 1955. Institutions throughout the country participated through cooperation of the National Assn. of Business Teacher Training Institutions, div. of United Business Education Assn. Smead Mfg. Co. recently introduced its training unit for filing instruction.

Maso Moving to Chicago

Maso Steel Products, Inc. are moving their manufacturing and warehousing facilities to the Chicago area for the purpose of reducing freight and express costs to most points, and speeding shipping and mail deliveries. Maso's long range plans also include expansion of their facilities, improvements in their line of typewriter and business machine stands, cabinets and several new additions to their list of Maso engineered products.

Foreign Machine Service

Import Office Machine Information & Service Center, 159 N. Dearborn St., Chicago 1, has been formed by John C. Grobark to offer users free information and technical data on foreign machine parts and service.



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Strong—Easy to Move, Easy to Climb.
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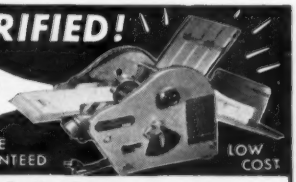

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For More Information Circle No. 213

Heads Fisher Distribution

Robert H. Fisher was appointed vice president in charge of distribution of Fisher Pen Co., Forest Park, Ill., Paul Fisher, president, has announced. The company manufactures universal ballpoint pen refills which fit most makes and Fisher ballpoint pens. Mr. Fisher previously was assistant sales manager of Inland Glass Works, div. of Club Aluminum Products Co.

Executive Furniture's Designer

Ellis Crawford Foster, well known southwestern industrial designer, has joined Executive Furniture Co., Wichita Falls, Texas, as planning-coordination manager. His appointment was announced by C. M. Herz, general manager. Mr. Foster's services will be available to all Executive Furniture Co. dealers for assistance in the design and planning of offices.

Lipton Changes Name

After 22 years of manufacturing gummed tape dispensers and moisteners,

Mayor Roy Hofheinz welcomes Carl Gronhagen to Houston's World Trade Week Exhibit. Mr. Gronhagen is district sales manager for Facit Calculators, Odhner Adding Machines and Halda Typewriters. James Gurie (right), W. H. Davis Co., made the introduction.

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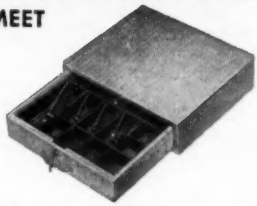

Model R-1 (illus.) Has removable metal money tray with lock-on lid.

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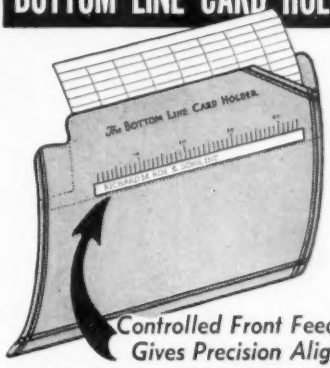
For More Information Circle No. 250

BOTTOM LINE CARD HOLDER



Controlled Front Feed Stop Gives Precision Alignment

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10 Card Sizes — $1.85 to $2.30
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Paycheck "Outlook" Envelopes are absolutely opaque, essential when wages are paid by check. Nothing shows but the employee's name. This improves personnel relations.

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For More Information Circle No. 253

• MANUFACTURERS
• EXPORTERS

to Latin America

Don't overlook this Growing Market for Office Supply and Equipment Sales.

Money Talks! Look at these official statistics for **only one month's** exports. Then give serious thought to your own overseas trade. American manufacturers during last October (latest figures available) exported:

Circulation — 10,000

$87,362 of metal office furniture to Cuba
$34,236 of carbon paper and inked ribbons to Colombia
$3,050 of office stapling machines to Uruguay
$100,286 of listing adding machines to Mexico
$67,454 of typewriters to Peru
$72,708 of fountain pens and pencils to Venezuela

These figures are random samples for individual countries. Annually the entire Latin American continent will absorb a very impressive volume of your products. There are 19 countries in Latin America where all the office equipment and stationery importers, distributors, dealers and larger users receive La OFICINA. They keep it, refer to it as a guide and reference all year long.

The need for all office products in Latin America is increasing steadily as business and industry develop. Tell these prospects and customers about your products in the 1956 La OFICINA. Its advertising rates are low—its coverage is complete. Your advertising in La OFICINA is basic to establishing and building a profitable Latin American trade.

Send now for more detailed information on circulation, advertising rates and a copy of the last issue.

OFFICE PUBLICATIONS CO.
232 Madison Avenue, New York 16

For More Information Circle No. 290

Lipton Mfg. Co., 52 West Houston St., New York 12, has changed its name to Seal-O-Matic Dispenser Corp. Lewis Walters, founder and president, is chairman of the board and Samuel Ortner, in the shipping room supply business for 25 years, is president.

Marchant Aid to Flood Area

Floodstricken Northern California concerns were aided in resuming operation and getting back on their feet financially, under a four point program of assistance for users of Marchant Calculators, it was announced by Edgar B. Jessup, president, Marchant Calculators, Inc. Marchant Calculators put out of commission by the flood, were retrieved by Marchant servicemen and reconditioned free of charge. Replacement Marchants were loaned without charge and additional calculators provided with rental charges waived when needed urgently to clear heavy backlogs of figurework. Marchant granted a moratorium on installment payments with periods of grace suited to the severity of individual financial situations.

Traces History of Forms

W. N. Ryan, president, American Register Co., Boston, and president of the Business Forms Institute, addressed the Independent Form Printers Group Assn. in December. Mr. Ryan discussed the history of business forms from the salesbook and the first continuous autographic register forms of 1883, to the present day.

Torpedo Wins Awards

Torpedo Typewriters won all awards in the international competition of the Prensa Grafica Nacional at Lima, Peru. Torpedo also won championships in Colombia and Monaco. In the U. S., Torpedo machines are distributed exclusively by American International Office Equipment Co., 7940 West 3rd St., Los Angeles 48.

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is the positive improvement you'll find in your originals and copies . . . the cleaner, sharper, always more legible impressions these fine products produce for you.

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For More Information Circle No. 103

·ADVERTISERS·

Acco Products, Inc. 34
Addo Machine Co. 92
Air Associates, Inc. 14
Allen Business Machines Inc., R. C.... 23, 24, 25, 26
Amberg File & Index Co. 178
American Automatic Typewriter Co. 140
American Dictating Machine Co. 4
American Lithofold Corp. 158
American Numbering Machine Co. 55
American Stencil Mfg. Co. 105
Ames Supply Co. 179
Andersen, AB, Georg 165
Apsco Products, Inc. 166
Arrow Fastener Co. 122
Atlas Stencil Files Corp. 124
Autocopy, Inc. 185
Bankers Box Co. 169
Basten, Peter 177
Baumgarten, Fred 165
Bogen Co., David 16
Bohn Duplicator Corp. 115
Bonnar-Vawter, Inc. 20
Borroughs Mfg. Co. 3
Bostitch Inc. 129
Bruning Co., Charles 87
Bud Type Cleaner Co. 142
Budlew Products Co. 177
Burroughs Corp. 77
Calculator Equipment Corp. 170
Can-Pro Corp. 120
Carter's Ink Co. 89, 150, 151
Cel-U-Dex Corp. 167
Clary Corp. 135
Codo Mfg. Corp. 183
Cole Steel Equipment Co. 58, 59
Collamatic Corp. 88
Columbia Ribbon & Carbon Mfg. Co. 101
Copease Corp. 132
Cotterman, I. D. 179
Coxhead Corp., Ralph C. 91
Cummins-Chicago Corp. 33
Dashew-N. Y. 177
Davidson Corp. 155
Deluxe Metal Furniture Co. 61
Denominator Co. 52
Dewberry Engraving Co. 162
Dick Co., A. B. 131
Diehl, GmbH, Heinrich 149
Ditto, Inc. ..... Inner Back Cover
Dixon Crucible Co., Joseph 27
Dorson Corp. 27
Eastern Corp. 118
Eastman Kodak Co. 29
Elbe File & Binder Co. 164
Eraser Co. 165
Esleeck Mfg. Co. 127
Eureka Specialty Printing Co. 128
Evans Specialty Co. 138, 164
E-Z Sort Systems, Ltd. 148
Fabbrica Addizionatrice Italiana 107
Faber-Castell Pencil Co., A. W. 147
Facit, Inc. 81
Felt & Tarrant Mfg. Co. 145
Force & Co., William A. 138
Friden Calculating Machine Co. 38
Gates Acoustinet Co. 114
Geiss-America 50
General Binding Corp. ..... Facing 78, 79
General Stationers Supply Co. 136
Gilbert Paper Co. 12
Graphic Systems 120
Groveton Papers Co. 85
Guaranty Paper Corp. 144
Haida Engineering Co. 181
Hall-Welter Co. 160
Haloid Co. 32
Hammermill Paper Co. 21
Hearthside Industries 19
Heat-Timer Corp. 22
Heyer Corp. 123
Hush-A-Phone Corp. 162
Indiana Cash Drawer Co. 181
Industrial Shredder & Cutter Co. 119
Infra Electronic Corp. 15
Inserting & Mailing Machine Co. 17
Inter-Continental Trading Corp. 156
International Business Forms, Inc. 173
International Cash Register & Parts Co. 175
International Office Appliances, Inc. 166
Johnston Adding Machine Co. 117
Kee-Lox Mfg. Co. 37
Lansdale Products Corp. 175
Lee Products Co. 160
Lee, Roy B. 175
Legge Co., Walter G. 13
Letterex Corp. 165
Linen Supply Assn. of America 28
Litho Engineering & Research 144
Lumirol Corp. 163
M & M Industries 166
Management Control Charts Co. 152
Manpower, Inc. 106
Marchant Calculators, Inc. 30
Martin-Yale, Inc. 149
Mendes Corp., J. Curry 130
Metal Products Engineering, Inc. 100
Metal Specialties, Inc. 173
Michael Lith, Inc. 93
Milwaukee Metal Furniture Co. 82
Mim-E-O Stencil Files Co. 176
Minnesota Mining & Mfg. Co. 60
Moore, Inc., P. O. 152
Morris Co., Bert M. 54
National Blank Book Co. 143
National Cash Register Co. 98
National Cotton Council 28
National Office Furniture Assn. 57
Nippo Machine Industry Co., Ltd. 179
Norta Distributing Co. 162
Nu-Arc Co. 116
Office Products, Inc. 163
Office Publications Co. 174, 182, 185
Old Town Corp. 139
Olivetti Corp. of America 126
Outlook Envelope Co. 181
Paison Mfg. Co. 181
Parsons Paper Co. 102
Peterson Parchment Paper Co. 104
Peerless Photo Products, Inc. 103
Penny Label Co. 93
Phillips Process Co. 161
Plastic Binding Corp. 18
Plymouth Rubber Co. 142
Port Huron Sulphite & Paper Co. 6
Precision Mfg. Co. 137
Pres-To-Line Corp. of America 172
Print-O-Matic Co. 179
Rapid Roller Co. 56
Regal Typewriter Co. 185
Regna Cash Registers, Inc. 35
Remington Rand Division 62, 121

Resulta Adding Machine Co. 177
Rite-Line Corp. 166
Roberts Rubber Co., Weldon 159
Robertson Photo-Mechanix, Inc. 97
Robotyper Corp. 162
Roller Press 96
Roll-O-Graphic Corp. 133
Royal Typewriter Co. 94, 95
Saunders Mfg. Co. 175
Shaw-Walker Co. 11
Shredmaster Corp. 146
Smead Mfg. Co. 51
Smith, Inc., Charles C. 158
Smith-Corona, Inc. ..... Inner Front Cover
Smo-King Products, Inc. 160
Speed-Spacer Co. 152
Standard Stationery Supply Co. 136
Staplex Co. 31
Storms Co., H. M. 53
Superior Typewriter Co. 180
Tab Products Co. 47
Thomas Collators, Inc. 125
Times Facsimile Corp. 99
U-File-M Binder Mfg. Co. 160
Underwood Corp. ..... Outer Back Cover
Vari-Typer, The 91
Veeder-Root, Inc. 36
Victor Adding Machine Co. 49
Visi-Shelf File, Inc. 134
Wale Floating Nozzles 96
Wassell Organization 141
Wausau Paper Mills Co. 48
Worden Co. 152
X-acto, Inc. 153

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For More Information Circle No. 185

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For More Information Circle No. 186

As We See It

Absenteeism

EMPLOYEES who don't show up at work are the cause of tremendous losses each year to industry and business. Conservative estimates of illness absences alone put the loss in production at $5 billion a year, and it is thought to be double this figure for absenteeism from all causes. "This is a problem," says Gerhard Hirschfeld, director of the Research Council for Economic Security, Chicago, "which needs more attention than it has received in the past. In addition to the production loss, there is the direct loss of wages and income for the workers and the cost of their medical care, even with the various prepaid medical plans." The Research Council has published a report* of discussions at its seminar and workshops on the subject of absenteeism, containing the following recommendations and conclusions.

Every company should maintain adequate records of employee absenteeism showing who is absent, when, how often, how long, and why. Some central agency should issue national summaries of the experiences of representative firms.

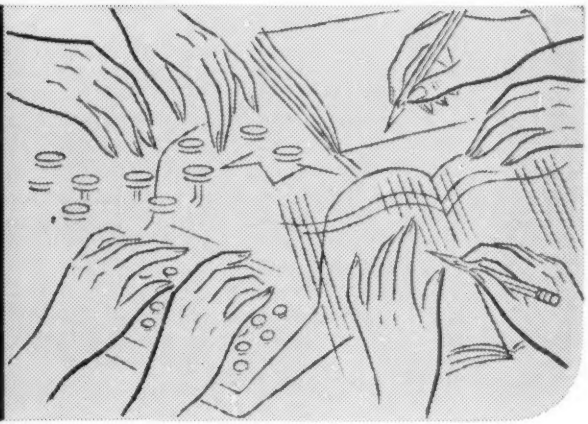
The real causes of absenteeism are many, involving factors such as morale, attitudes toward supervisor and company, proper placement, sense of responsibility, home problems and influences. Emphasis is often placed on the health of the worker and a company medical program can assist in controlling absenteeism if it is not limited to a first aid station handling only on-the-job accidents. It should include periodic medical examinations for all employees and follow-up of illnesses to permit early diagnosis of potential disability.

Employee benefit plans should be evaluated to determine how they can more effectively aid absenteeism control. Most frequently, benefits are available only upon hospitalization. Most provide partial indemnity for physicians' services only in connection with surgical cases.

Mr. Hirschfeld admits that the seminar discussions have touched only some of the questions that can be raised in connection with absenteeism, and he believes more attention must be given by supervisors to individual cases. Present indications are that the shortage of all classes of help will continue to increase. It is expected that automation and similar technological advances will ease the situation, but we surely can use all our available manpower. Practically all absenteeism can be prevented when the real causes are known and the right corrective action is taken.

* *Absenteeism*, Research Council for Economic Security, 111 W. Jackson Blvd., Chicago 4, $3.50.

BUSY HANDS



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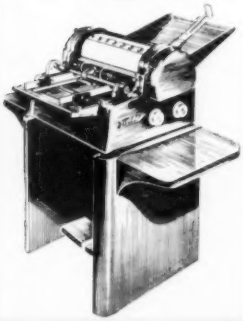
Take order-billing, for example. With a DITTO system, all information is written once on a DITTO master. From that master—by means of ingenious blockout methods—the operator can produce all the necessary forms, from accounting and billing department copies right on down to the shipping tags and labels.
The master is good for 300 or more copies, or is suitable for filing and reuse if fewer copies are run.
The same original can be used in two or more cities or offices, and the information on it can be reproduced in whole or in part, as needed.



If you PURCHASE anything . . . PRODUCE anything . . . BILL anything . . . PAY people . . . or handle ORDERS, a DITTO One-Writing system will cut out all rewriting, give you important savings in time, money and errors.

DITTO, INC. *For additional information, write Mr. Finley or call local DITTO office.*

2215 W. Harrison St., Chicago 12, Illinois

For More Information Circle No. 116

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Your secretary looks good because the new Underwood 150 is designed for extreme ease of operation . . . and to keep her hands attractive. Underwood's exclusive halfmoon keys end the annoyance of broken fingernails and chipped nail polish.

You both look good because the new Underwood 150's rugged durability means extra years of trouble-free service and satisfaction.

May we give you a demonstration of the new Underwood 150? Call your local Underwood Office, or write us a note direct. With your permission, we'll send along a gift for your secretary, a bottle of Underwood's Red Nail Polish. Call or write today!

UNDERWOOD CORPORATION

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